

Martin County Library Laptop Policy

The Martin County Library is pleased to make laptop computers available for IN LIBRARY USE. This privilege comes with responsibilities. Please take a few minutes to consider the following Library Laptop Policies:

Who is eligible to borrow a laptop?

Registered Traverse des Sioux Library cardholders may borrow laptops. Patrons must be at least 18 years old. Patron cards must be free of fines and any other charges. Delinquent or blocked cards are not accepted.

How do I borrow a laptop?

- Laptops may be borrowed at the circulation desk for up to 2 hours.
- A user may borrow only one laptop at one time.
- Borrowers must checkout laptops in person by filling out the Laptop User Agreement and turning over their driver's license and library card.
- The Laptop User Agreement must be signed each time a laptop is checked out.
- The Library does not take reservations. The laptops are loaned on a first come, first serve basis.
- Laptops will not be renewed.
- Laptops must be returned to the circulation desk ½ hour before the library closes.
- If there are fines on your library account, you may not borrow a laptop until all your fines are cleared.
- Staff reserves the right to request an additional picture ID.

What happens if I don't return the laptop?

- If not returned the Library patron is subject to a maximum \$1,000 replacement cost.
- The Library reserves the right to refuse service to anyone who has a record of abusing the Martin County Library's equipment or is repeatedly late returning library materials.

Where/How can the laptop be used?

- The laptop may be used anywhere INSIDE the library building. Laptops may NOT be removed from the building.
- Laptops are to be used to access the Internet.
- Saving personal items on the laptop is NOT allowed. All personal files will be deleted.
- Printing is not available from the laptops.

What is my responsibility?

- The borrower is financially responsible for the laptop from the time of acceptance until which time the library staff records and clears its return.
- A laptop must be returned in the same condition as when it was borrowed.
- Please report hardware/software problems immediately-you may be held responsible for any unreported problems.

- The user will be charged up to the full replacement cost (\$1,000) if the computer is damaged, not returned for any reason or components are missing. Other consequences include blocked library privileges until the account is cleared.
- Laptop users MAY NOT install ANY software or change the configuration of the laptops.
- NEVER LEAVE THE LAPTOP UNATTENDED. You are responsible for replacing the laptop if it is stolen while checked out to you up to a maximum of \$1,000.
- NEVER BORROW A LAPTOP FOR SOMEONE ELSE TO USE. You will be held directly responsible for any problems, NOT your friend.
- Laptop users are responsible for the full replacement cost of the laptop, and any peripherals damaged or made inoperable in any way including loss, spilled food or drink while checked out.
- Laptop users must return the laptops to the circulation desk; laptops should not be left at an unattended circulation counter.

When are laptops available?

Laptops are available during the library's daily open hours. Laptops must be returned ½ hour prior to library close.

Legal Issues

Laptops may not be used for or to engage in illegal activities or to interfere with or disrupt other users, services, or equipment. Users must comply with the library's Internet/Computer Use Policy.

Disclaimer

The Martin County Library is not responsible for any files left on any computer or for loss or damage to files.

Library Board Approved 12/2008
