

LAPTOP POLICY

Purpose:

Columbia County Rural Library District Board of Trustees and staff are aware that at times there are not enough public use computers to meet our patron's need. Therefore, the Library District will be offering four (4) laptop computers for Internet use only that have been bar coded and can be checked out for in-house use only. There is no Microsoft Office software on laptops. If Microsoft Office software is needed, then the patron will have to use hardwired computers. Filtering applies to laptops same as hardwired computers. If there are other hardwired computers free in the library, those will be assigned first before a laptop computer can be requested. Anyone requesting a laptop computer will need to follow the following policy.

Policy:

1. Laptops are to be checked out in-house ONLY! Laptops are not to be checked out for home or office use.
2. Internet policy and Patron Code of Conduct applies to laptops as well as hardwired computers.
3. Patron must be 18 years or older, have a library card in "good standing" and have signed the Internet agreement.
4. Patron must leave driver's license at desk or valid state issued ID before checking out a laptop computer. If no driver's license or valid ID the patron cannot use a laptop computer but must use a hardwired public use computer instead.
5. Patron has one hour's use on laptop (unless doing homework, taking a test, or doing a research assignment). Same Internet Policy rules apply.
6. Patron checks laptop back in before leaving library and picks up driver's license or valid ID.
7. Damage to laptop or leaving library with laptop will result in a fee of \$450 being charged to the patron's library card and full payment will be required before patron can use any computer in library or check out any material. Besides the \$450 fee, a police report will also be filed if anyone leaves the library with a laptop.
8. Failure to check a laptop back in where staff has to go and find the laptop somewhere in the building will result in a fee of \$10 being charged to the patron. Full payment will be required before patron can use any computer in library or check out any material.
9. Patron will sign a form before a laptop is checked out to them agreeing to the policy terms.

HISTORY

Adopted