

LAPTOP POLICY

Laptops are for use only within the Library.

Laptops allow the user to access the Internet through the Library's wireless network in most parts of the building.

- Operating system is Windows 10
- Equipped with Microsoft Office products including Word, Excel and PowerPoint
- Able to upload to the Internet or download to a flash drive.

Please note that any programs or documents saved to the laptop will be erased after each individual use so the user is encouraged to use external storage for saving their work.

Borrowers may check out a laptop provided they meet the following requirements:

- Are 18 years of age or older
- Have a Library card in good standing
- Have possession of a Driver's License or State Identification Card. Borrowers must leave their Driver's License or Identification Card at the Checkout Desk for the duration of the usage.
- Sign the Laptop Checkout Contract

The borrower is responsible for paying for damages or theft of laptop during the time of usage.

Laptops must be returned before closing time of the library.

Adopted 5/09

Amended July24, 2018

