

## LIBRARY LAPTOPS FOR IN-HOUSE USE POLICY

1. The Library has two wireless laptops for use by the public. Anyone aged 14 and older may use the laptops in the Information Service area on the main floor level. The laptop may not leave this area of the library.
2. In order to checkout a laptop for in-house use, a valid picture identification card (student identification card, driver's license, or state identification card) must be left with the Information Services Librarian at the Information Services Desk. The identification will be secured in the Information Services office until the return of the laptop.
3. The laptop may be used for two hours at a time. If no one is waiting to use a laptop, the laptop may be renewed for another two hours.
4. Compatible headphones will be provided to patrons planning to use audio files. The laptop will have a charged battery, but patrons are encouraged to use the electrical outlets available in the space.
5. Use of the laptop may not be transferred to another patron, without appropriate return of the equipment.
6. The laptop must be returned to the Information Services Librarian on duty. Once the librarian has confirmed that the laptop has been returned in satisfactory condition, the patron's identification will be returned.

See related Usage Policies:

9...Information Services Policy and Procedures (5/3/04)

17...Internet Access Policy and Guidelines (2/5/07)

Voted and approved 4/7/08; 11/6/17 Board of Library Trustees.