

# Laptop Use Policy

The purpose of this policy is to provide guidelines for the use of in-library-use laptop computers available only for patron use within the West Branch Public Library, and Chromebooks available for use outside of the library. These guidelines have been instituted to ensure continued availability of the equipment for patron use.

## Availability

In-library-use laptops are available for use on a first-come first-serve basis to all patrons over the age of nine (9) with a valid library account. Laptops may not be reserved or held in advance of their use. Chromebooks are available to all patrons over the age of fourteen (14) per the Borrowing Policy.

The patron to whom the laptop is checked out will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for a replacement cost of \$1,000 if an in-library-use laptop and \$300 if a Chromebook is damaged or stolen.

Patrons wishing to use a laptop or Chromebook must request one from the library circulation desk. Users must have an account in good standing as outlined by the Borrowing Policy. Users who do not meet those guidelines must reconcile their account before checkout.

## Unacceptable use

Patrons may lose the ability to use laptops for reasons including, but not limited to, the following:

- causing damage to the laptop or Chromebook, power cords, or headphones through action or neglect
- leaving an in-library-use laptop unattended or failing to return it to the circulation desk before leaving the building
- removing an in-library-use laptop from the library building
- installing any software or application that requires administrator privileges
- attempting to circumvent any security or protective measure
- altering any software or settings of the laptop or Chromebook

The library is not responsible for any damage or loss of data resulting from the use of the library's equipment. All users must abide by all other library policies involved in the use of the laptops or Chromebooks including the Borrowing Policy, Internet Policy and Media Use Policy.

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