

Laptop Loan Policy

Purpose:

The purpose of this policy to ensure that the laptop computers are used in a safe and secure setting, that there is a sufficient amount of time for use of the computers and that damage to the computers is kept at a minimum.

Procedures:

- Laptops are available for students' grades four and up.
- Laptops are for Student use only and cannot be removed from the Young Adult Area. **The laptop cannot be left unattended at anytime.**
- Users must be in good standing, with no outstanding long-overdue materials or excessive fines on their account.
- Borrowers have a Laptop Loan Consent Agreement signed in person, prior to use.
- Laptops will be available on a first-come, first-served basis. They cannot be reserved ahead of time. There will not be a wait list.
- Audio or video files must be played with a pair of headphones.
- None of the settings or configurations on the laptop can be altered and nothing can be saved to the hard drive of the laptop.
- Laptops can only be checked-out while the Young Adult Librarian is on duty.
- The normal loan period for borrowing a laptop is 2 hours. Laptops must be returned to library staff at least 30 minutes prior to library closing. Borrowers will be informed of return time, even if this does not allow for the entire 2 hour loan period.
- When the loan period has elapsed, the laptop must be returned to the Young Adult Librarian at the Young Adult desk
- Laptops can be renewed if no one is waiting.
- **If the Borrower does not return the laptop by the time specified, fines will be assessed in the amount of \$10.00 for every hour after time specified.**
- The laptop must be returned with the power on so that a staff member can check all of the components.
- The library will not be held responsible for any damage or loss of data while using a library laptop.
- **Damages will be assessed based on severity of damage. Total replacement costs are \$2,500.**
- Library wireless connections are not secure, and appropriate caution must be taken with personal information.
- The laptop user is expected to abide the Laptop Loan Policy, the Internet Access Policy and the Wireless Internet Access Point Policy of the Ocean City Free Public Library.
- Access to laptops may be revoked at anytime, for any reason, by the Young Adult Librarian or by the Library Administration.