

## Laptop Checkout Policy

The Lake Wales Public Library offers a limited number of laptops for in-house checkout. These computers are checked out for a maximum of two hours per day.

- Borrowers must be 18 years old and have a current Polk County Library Cooperative library card, in good standing, with fines and fees not exceeding \$5. Adults may not checkout laptops for anyone else to use.
- A valid photo ID is required, along with the library card. The photo ID will be held until the laptop is returned and staff verifies that there is no damage to the computer and the device is running properly.
- Library laptops are for use *within* the Lake Wales Public Library only. Library laptops may not be left unattended within the library. They are not to be removed to the library's outdoor seating or from the library's property. If the laptop is taken from the library it will be considered stolen. A report of stolen city property will be filed with the Lake Wales Police Department.
- Laptops are lent for 2 hours per day/per customer. A library customer is allowed 2 hours *total* public access computing time per day. The laptop usage is included in the maximum daily usage.
- Late fees are assessed at \$5 per each 15 minutes that the laptop is not returned on time.
- Patrons using audio or sound video files are required to use headphones. The library provides ear buds at a small fee, or the borrower may provide their own. This is a courtesy to other library patrons.
- The library laptops operate on battery power. The electrical cord is not lent with the laptop. All laptops will be fully charged when checked out.
- A borrower's agreement must be completed at each checkout.
- Laptops are available for checkout in the library on a first-come, first-served basis. Laptops are due back to the Reference Desk no later than 1 hour prior to closing. Any laptop not returned by closing time will be considered "lost" and the replacement cost will be assessed.
- Laptop computers may not be reserved in advance.
- While the laptop is checked out, the borrower is completely responsible for its safety and use. The borrower is financially responsible for any damage or loss that results from accident, misuse, theft or neglect. The borrower will agree to pay all costs associated with damage to this laptop computer or any associated equipment. He or she agrees to

pay replacement costs should the laptop be lost or stolen. The replacement cost for one laptop computer will be no less than \$800.

- Wireless printing is not available in the Lake Wales Public Library. The user is responsible for saving any work he or she wants to preserve on an external source such as a flash drive or send it via an email attachment. Printing is available via a flash drive; flash drives are available at the Reference Desk for a small fee. Patron cannot save work to the laptop. All downloads or saved work is erased when the laptop is powered down.
- The Lake Wales Public Library's Internet Usage Policy applies to library laptops. No programs or software may be downloaded to the library's equipment. No pornography or inappropriate sites may be viewed while in the borrower's possession. No electronic threats, stalking or bullying may be engaged in while in a borrower's possession. In all of these cases reports will be filed with the Lake Wales Police Department.
- When returning the laptop to the Reference Desk staff the borrower should leave it powered on. Allow 5 minutes for staff to check equipment while the borrower waits.

Report any loss or damage of laptops immediately to the Reference Desk. *The borrower will not attempt to troubleshoot problems with the laptop.* Limited technical support is available from library staff. Users are expected to have a working knowledge of computers and programs.

**Failure to comply with these policies will result in the loss of public access computer privileges and may lead to prosecution. The Lake Wales Public Library staff reserves the right to limit or restrict library equipment usage.**