

Laptop Computer Public Use Policy

1. All laptop computers must be used within the individual department or library location. They are not to be taken out or removed from the library. Laptops have Lojack locator software installed to prevent loss or theft.
2. Users must present a valid library card or current picture ID before a laptop computer can be assigned.
3. The library staff will log on the laptop computer for the user.
4. The library staff will retain the user's library card or picture ID while the laptop computer is in use.
5. Library card or ID is released to the user upon return of laptop computer to library staff.
6. General session time rule applies:

Library card holder – 60 minutes per session

Guest account – 30 minutes per session

7. Removal of laptop from the area of library will result in police report being filed, reporting a loss of \$1,000. Legal action will be pursued.
8. Users will not be allowed to **download** or **save** their documents, etc. on the laptops. You need to bring a USB flash drive, or save your work to a cloud service. The library also sells a limited number of flash drives for \$6 each.

**Revised and adopted by the Library Board of Trustees on February
22, 2012**