Pembroke Public Library

Policy Type:	**Operational**	Policy Number:	**OP-04**
Policy Title:	**Laptop Lending Policy**	Policy Approval Date:	**June 22nd, 2010**
Motion #:	**10:06**	Policy Review Date:	

Laptop Lending Policy

Laptops are for **in library use ONLY.**

The user assumes liability in the event that the laptop is lost or stolen. A replacement fee of $800.00 will be applied. We advise the user not to leave laptops unattended or to lend them to friends. Police will be contacted immediately if a laptop is reported lost or stolen.

Eligibility:
Laptops may be borrowed by Adult and Young Adult library cardholders in good standing (max fines as for book lending) and are for use in the Adult Department only. Supporting current photo id will also be required.
Non-Residents MUST purchase a temporary library card ($35.00 including $20.00 refundable) in order to use Pembroke Public Library laptops.

Booking:
Laptops are available on a first-come first-served basis. They may not be reserved in advance.

Loan Period:
Laptops are signed out for 3 hours at a time. If there is no one waiting they may be renewed, but they may be recalled during this renewal period if demand warrants. Patrons must approach the desk in person to request a renewal.
Whatever time laptops are signed out they are due 15 minutes before closing to allow for examination and check in by library staff.

Sign-out procedure:
Laptops are to be signed out by staff at the circulation desk. They MUST be signed out with a library card, and supporting photo id must be shown.
A "Laptop Borrower Agreement Form" must be filled out and signed by the patron **each time** a laptop is borrowed.

Returns:
Laptops must be returned to the circulation desk in person, and **the borrower must wait at the desk until the computer has been checked by a staff member.**

Acceptable Use:
Patrons using our laptops MUST read and agree to follow the Library's wireless use policy.
Software Available for Patron Use:
These laptops have the following user software installed:
1. Windows 7 operating system
2. Office 2007 (Word, PowerPoint, Excel)
3. Norton Internet Security
4. Wireless network access

It is not permitted to download or install other software on these machines.
A power cord is included with the laptop. Please ensure that it is returned to the circulation desk with the computer.

Printing:
Printing is not currently available for wireless connections.

User Files:
The library does not assume responsibility for lost files due to viruses, hardware failure, or network interruptions
It is the user's responsibility to save files to a USB stick or to a personal online account. All files created by the user will be deleted on the return of the laptop, or at any reboot. Save often.

Technical Support:
Users must have a basic familiarity and comfort level with the hardware and software they will be using. There is very limited technical support at the circulation desk and it is dependent on the availability of the staff.