

LAPTOP CIRCULATION POLICY

Purpose

The Bartlesville Public Library makes Laptops available in the Library to Library card holders to assist in research, networking, recreational use, and document production needs. Laptops are provided according to availability.

The following rules and regulations apply:

1. Laptops may be borrowed by Library cardholders with less than \$10.00 in fines. Cardholders under the age of 18 must have a Laptop Borrower Agreement signed by a parent or guardian on file with the Library.
2. Photo identification, in addition to a Library card, will be required.
3. Laptop checkout is for 1 hour and may not be reserved in advance. Time may be extended for filling out government forms, job applications, or test taking, at the discretion of the Reference Librarian. Time extension must be requested at time of checkout.
4. Each Laptop is equipped with operating software, Skype, Microsoft Office 2010, Adobe Acrobat Reader, Internet Explorer, and capability to connect to the Library's wi-fi network. No additional software may be installed or downloaded. Laptops are checked out with the battery fully charged, no electrical cord is provided. A USB Mouse may be checked out from the Reference Desk if desired. Printing to the Circulation Printer is available at a cost of 25 cents per sheet.
5. The Library does not provide technical support for the Laptops. The Library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users are responsible for saving their files on their own media or personal internet based accounts. All created files will be wiped clean after the Laptop is returned to the Library.
6. Laptops may be borrowed only once per day by a particular library cardholder and are for use within the Bartlesville Public Library only. They may not be removed from the building.
7. Laptops must be returned in person to a staff member at the Library's Reference Desk.
8. The User assumes full responsibility for the cost of repair or replacement in the event that the Laptop is lost, stolen, or damaged. The Library will assess Laptop issues within 24 hours of its return and charge the user accordingly.
9. Users must sign "Laptop Borrowers Agreement" attesting they have read and will adhere to the policy.

SEE ALSO: Internet and Computer Use Policy

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