

# LIBRARY-OWNED LAPTOP USER POLICY

---

Any adult (18+ years of age) visitor or library patron without outstanding obligations may borrow a laptop for in-library use only. A valid driver's license or citizen's ID must be turned in at the circulation desk before a laptop is assigned to the user. The license will be given back when the laptop is returned to the desk.

## Guidelines:

- Library laptops are available through the Library's time management software.
- Adults may use a library laptop for two 90 minute sessions per day, with 90 minutes between each session.
- The laptops will be installed with the library filter and be subject to the Internet Acceptable Use Policy.
- Files may not be saved on library laptops.
- Software, apps, plug-ins, etc. may not be downloaded onto library laptops.
- Personal software may not be loaded onto library laptops.
- Users will be responsible for deliberate damage to any equipment.
- Wireless printing is available through a library printer, with a cost of 0.10 per page.
- Users should not leave library laptops unattended.
- If users notice damage or if an application is not working, immediately notify library staff.
- No minors (someone under the age of 18) may borrow or use one of the library laptops.

*Approved by the Green Free Library Board of Directors  
June 16, 2014*

