

Fort Madison Public Library Laptop Policy

As a service to the Fort Madison community, the Library is making laptop computers configured for connection to the Library's wireless network available to current cardholders. This policy provides eligible patrons with guidelines for borrowing laptops from Fort Madison Public Library for in-library use only. Users are expected to be self-directed in their use of the laptops and must abide by Fort Madison Public Library's Internet Use Policy.

Laptops can be borrowed by current Fort Madison Public Library cardholders over the age of 16 years who maintain a library account in good standing. Eligible patrons must surrender either their library card or a current, valid driver's license. Library staff will hold the driver's license or library card until laptop is checked back in at the Adult Circulation desk in good condition. Under no circumstance will a patron be allowed to check out a laptop for another person.

Laptops may be borrowed from the Library Circulation Desk from opening time until 1/2 hour before closing and must be returned no later than 10 minutes before the library closes. Laptops are to be used in the library only. One laptop per patron will be made available on a first-come, first-served basis. The Library will not reserve a laptop for a patron.

The patron that checks out the laptop is held financially responsible for damage to, loss of, or theft of the laptop. The replacement cost of a damaged, lost or stolen laptop is \$750. The person who checks out the laptop is responsible for its safe return in good condition. **LAPTOPS SHOULD NEVER BE LEFT UNATTENDED.** Fort Madison Public Library assumes no responsibility if the laptop is stolen while loaned to a patron. Laptops must be returned to a library staff member and checked in before the patron leaves the library.

Patrons must not tamper with the hardware or software already installed on the laptop. The Library reserves the right to charge a maintenance fee of \$75.00 per hour for cleaning and/or repairing laptops that have been tampered with.

Patrons should be aware that wireless connections in the Library are not secure, and should take appropriate caution with personal information while using Library computers. No data may be saved to the hard drive of any library laptop. Therefore it is the responsibility of the user to bring a data storage device compatible with the computers. We recommend the use of a USB flash drive. The laptops do have writable CD drives and an external floppy disc drive can be borrowed from the circulation desk. The laptops are unable to connect to the library's printers. Printing can only be done at one of the public PC stations or at the copier from a USB drive in select formats (PDF, JPG, TIFF).

Adopted by the Fort Madison Public Library Board of Trustees on September 18, 2006. Reviewed September 17, 2009. Reviewed July 19, 2012. Reviewed July 18, 2013. Rev. 10/15/2015. Rev. 11/15/18.