LAPTOP LOAN POLICY
Marion Public Library

Checking out laptops
- Patron must be 18 years of age or older.
- Patron must hold a valid library card in good standing; patrons holding temporary cards cannot check out laptop computers.
- Patron must leave photo I.D. at the Information Desk while using a library laptop.
- Laptops check out on a patron's library card. If all laptops are checked out, users who have had a computer for two hours or more may be asked to return it.
- Laptops must be returned to the Information Desk at least 10 minutes prior to closing.
- No power cords or accessories are checked out with the laptop; patrons are welcome to use their own accessories. The library cannot guarantee how long each computer's battery charge will last.
- Laptops will be available on a first-come, first-served basis; staff will not take reservations or keep waiting lists.

Computer use in library
- Laptop computers may only be used in the library and may not be removed from the building; they cannot be taken through the security gates, so cannot be used in the lobby or meeting rooms. Removal of the laptop from the main part of the library will constitute theft.
- Under no circumstances should a laptop computer be left unattended in the library. This is the sole responsibility of the patron who has checked out the laptop.
- Patrons are responsible for any damage to the laptop while it is checked out to them. This may include drinks or food spilled on the laptop, damage due to the laptop being dropped, or other preventable damage.

Library responsibilities
- The laptop batteries hold a charge for at least two (2) hours, but the library cannot guarantee that the laptop loaned out will be useable for that full amount of time. It is the user's responsibility to save data in the case of battery failure.
- The Marion Public Library is not responsible for any loss or damage to patrons' data or media due to hardware, software, electrical surge or failure, or any other cause while the patron is using library computer equipment.

Patron responsibilities
- Laptops must be returned to a library staff member and be checked in before the patron leaves the library. If a laptop is left on the counter and not checked in by library staff, the patron responsible for the laptop will be subject to a $10 fine and future laptop checkout privileges will be revoked. If a laptop is damaged or stolen, the patron is responsible for the replacement cost of the laptop including set up charges ($600).

- Patrons should be aware that wireless connections in the library are not secure, and should take appropriate precautions with personal information while using library computers.

- Documents saved to the hard drives of library computers will be automatically deleted when the computer is shut down. It is the responsibility of the user to bring a data storage device compatible with the computers.
- Earbuds or headphones must be used if the computer's speakers are turned on; the library has earbuds available for purchase ; at the Information Desk.

Printing
- The laptops can connect to the library's printer via a network cable near the Information Desk; talk with the staff at the Information Desk if you need to print. Costs are the same as for printing from the public Internet stations.

Software and staff assistance
- The laptops are equipped with software that restores the computer to its initial state when restarted.
- Software available on the laptops includes the most popular browsers, and Open Office versions of the Microsoft Office suite (Word, Power Point, Excel). No start-up disks or software from outside the library are permitted.
- Staff will assist with basic computer usage questions, but are not available for extensive training. Users are expected to have a working knowledge of computers and programs.

Abiding by Laptop and Internet Use policies
- The library reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing library equipment or not acting in accordance with library policy. The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the user to read and accept the current version of the policy.
- A patron using a library laptop agrees to abide by the library's Internet Policy (I 3.1).

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