

Laptop Lending Policy

The Kimberly-Little Chute Public Library makes laptops available to library card holders in good standing. Laptops are provided according to availability on a first come first served basis.

Policy

1. Laptops are available for in-library use only.
2. Borrowers must present their library card to library staff at the time of check-out.
3. Laptops must be returned to the main desk in person at least 15 minutes before closing. Printing is available via a wireless connection at the current posted rate for printing and photocopying.
4. Each laptop is equipped with operating software, an Internet browser, and a standard suite of Microsoft Office applications. Each laptop has built in Wi-Fi capability. In addition, each laptop comes with a wired mouse and electrical cord. Audio or video files must be played using headphones. Ear buds are available for sale at the main desk.
5. No additional software shall be downloaded or installed on the laptops, nor should changes be made to their system configurations.
6. The library shall not be responsible or liable for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on the laptops. Borrowers wishing to save files they have created must back them up to disks, USB drives, or personal Internet accounts. All created files will be wiped clean upon the laptop's return.
7. Very limited technical support is available through library personnel. Borrowers attest that they have basic familiarity and comfort with the laptops and the software they will be using.
8. Any loss or damage of the laptops must be reported immediately. Borrowers shall not attempt to troubleshoot problems on the laptops.
9. Under no circumstances will a borrower leave a laptop unattended. The borrower assumes full responsibility for the cost of repair or replacement in the event the laptop is lost, stolen, or damaged.
10. Borrowers must not engage in any illegal activities (e.g. hacking, pirating, downloading illegal materials, etc.) or in any activities inconsistent with the library's Internet Use Policy.

11. Violation of any of the above conditions may result in suspension of laptop borrowing privileges as determined by the Library Director.

Related documents:

- Internet Use Policy