

## **DEER PARK PUBLIC LIBRARY LAPTOP CHECKOUT POLICY**

Laptop computers equipped with wireless network are now available to be checked out at the Deer Park Library Circulation Desk for use in the library. The laptops are configured to provide access to library information resources, library printers, and the Internet. Each laptop also offers Microsoft 2007 Office products for patron use. The following policies govern the circulation of the laptop computers, and should be read and thoroughly understood prior to checking out a laptop.

The Deer Park Public Library has only a limited number of laptops for patron use. In order to guarantee fair access for all of our users and to comply with the City of Deer Park Internet Technology Policies, the following policy will apply to all patrons wishing to check out a laptop computer.

The library checks out only the laptop; no power cords, earphones, external keyboards, external mice, external hard drives, or any other devices will be provided. Patrons may use any personal device that uses a USB connection, including keyboard, mouse, and USB flash drives.

1. Laptop computers may only be checked out by a patron 18 years or older with a library card. The library card must be in good standing with no fines, no outstanding lost library materials, and no other blocks on the card.
2. Laptop computers check out for **in-library use only**. Laptops connect to the library network through a wireless connection and may only be used in the library main room, not in the meeting room, lobby, restrooms or hallways.
3. Laptop computers may not be left unattended. You must return it to the Circulation Desk if leaving the approved portion of the building. If you are going to be gone for less than 15 minutes, then you may lock the laptop, leave it at the circulation desk, and then return for it to resume your session.
4. Only one laptop can be checked out per card, and parents cannot check out a laptop for the use of a minor child, even if child is attended.

5. Patrons must present a current Deer Park Public Library card that is **at least thirty (30) days old** and provide a **valid, driver's license or ID card issued by the State of Texas** with a Texas address that matches the address on file for the library card. The ID and Library Card will be held by Library Circulation staff until the laptop is returned. The first time a laptop is checked out; patrons must read and sign a copy of the **Deer Park Library Laptop Policy**, which will be kept on file. A copy of the policy will be given to the patron. The patron will then be listed in the system as Laptop Eligible. However, each time a patron checks out a laptop they will be required to completely fill out a Laptop Use Agreement Form.

#### LAPTOP USE AGREEMENT FORM

- I have witnessed physical inspection of the laptop prior to check-out and it was found to be in good working order. Moreover, I will allow at least five minutes for a library staff member to check the equipment again when I return it.
- I will not remove the laptop from the main portion of the Library. Law Enforcement Officials shall be notified if the laptop is removed from the Library.
- I accept responsibility for the laptop I am borrowing. I will not abuse it, leave it unattended, or transfer use to another individual. I will reimburse the Deer Park Public Library for the cost of repairing or replacing this laptop if damaged, lost, or stolen while checked out in my name and will pay any billing and processing fees.
- I will report any problems with the laptop to a Library staff person.
- I will return the laptop on time to the Service Desk. I am aware that a fine will be assessed if this laptop is kept beyond the check out period. See Laptop Policy for details about the fine.
- I have read, understood and signed the Deer Park Library Laptop Policy, and will comply with all its requirements.

Signature and date:

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Name (print):

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6. Patrons must sign a **Laptop Use Agreement Form** and agree to comply with this **Laptop Checkout Policy** and the **Deer Park Public Library Internet and Electronic Information Access Policy**. It is the responsibility of the patron to read the policies prior to checking out a laptop. Copies of the policy are available at the Circulation Desk and online at the library website: [www.deerparktx.gov/library](http://www.deerparktx.gov/library).
7. Laptops may be checked out on a first come, first serve basis for a maximum period of two (2) hours with the following exceptions:
  - a. Laptops must be returned thirty (30) minutes before the library closes. Specifically, laptops are due at the following times: Monday and Wednesday by 5:30 pm, Tuesday and Thursday by 8:30 pm, Friday and Saturday by 4:30 pm.
  - b. Laptop may not be checked out later than one (1) hour before the library closes.
  - c. Laptops may be needed for official library business. If so, the library staff will determine what time the laptop must be returned.
8. Laptops may not be **renewed**. If all laptops are in use, staff will reserve the next available laptop available for the waiting patron. Laptops cannot be reserved ahead of time or reserved by phone.
9. Patrons returning laptops late will be assessed a fine of **\$8.00 per hours (\$2.00 per 15 minutes) with a maximum fee of \$40.00 per incident**. Accrued computer fines may prevent check out of any library materials. Fines must be paid at the library's circulation desk.
10. Patrons are financially responsible for lost or stolen laptops. A lost laptop fee of **\$1,500.00** plus a \$5.00 processing fee will be assessed. Repair costs, whether from negligent, reckless,

or intentional damage, are the responsibility of the patron and such costs will be determined by the City of Deer Park IT Department.

11. Unreturned laptops will be considered stolen, and the photo ID will be turned over to the Police Department. Theft of a laptop is a crime and all legal remedies, up to and including, prosecution, will be pursued.
12. Patrons cannot loan a laptop to another person. If a laptop is given or shared with another patron, the original borrower is responsible for any loss of or damage to the laptop. Laptop borrowing privileges will be revoked.
13. No software may be downloaded or installed to the laptop hard drive. No attempt to change the installed software or any laptop settings is permitted.
14. If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance from library staff. The borrower will be held responsible for any damage to a laptop from their attempt to troubleshoot a problem.
15. Audio and video files must be listened to with headphones, and the sound level cannot be loud enough to be heard outside the headphones.
16. In order to save information or documents a patron may save to a personal USB drive, e-mail it to themselves, or print the information. Patrons may print to either the library black and white printer or to the color printer. Each day the Library allows 50 cents of free printing or the equivalent of five free black and white copies or one color copy per library card. Additional black & white copies cost \$.10 per page. Additional color copies are \$.50 per page. In order to print more than the free pages allowed, patrons must add value to their account at the circulation desk. Printing costs are cash-only transactions. Please use the print preview feature as all pages printed must be paid for.

17. The Library is not responsible for any objectionable material that may be found on the Internet while using a Library laptop. Although Library Internet access is filtered, no filter can block all possible questionable content.
18. The Deer Park Public Library is not liable for damages to patron's personal data, removable media or equipment resulting from information copied from the Internet or laptop. Information may not be saved to the laptop hard drive under any circumstances. All information is automatically erased when the computer is shut down. All computers will be shut down and wiped when they are checked back in.

**WARNING:** Please be aware when downloading to your removable media that software or files downloaded from the Internet or from any unknown computer may contain viruses. Patrons should not assume the Deer Park Public Library Laptops have adequate virus checking software on them to protect data. The Library does not warranty against data loss or damage to your personal devices while using a Library laptop, installed software and the Library connection to the Internet.

19. Laptops may not be used for or to engage in illegal activities or to interfere with or disrupt other patrons, library services, or equipment. No federal, state or local laws can be violated when using a library computer.
20. The Deer Park Public Library reserves the right to revise and change this policy at any time without notice. It is the responsibility of the patron to read and accept the current version of the policy.
21. The Library Director reserves the right to limit or regulate the use of Library equipment.
22. Violations of the **Laptop Checkout Policy** may result in the following consequences:
  - a. First offense – Denial of laptop privileges for one (1) month.
  - b. Second offense – Denial of laptop privileges for three (3) months.
  - c. Third offense – Permanent denial of all laptop privileges.

However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough. Please be advised that complaints of illegal activity or disruptive behavior will result in immediate remote shut down by staff. Reinstatement may be considered after a staff investigation of the complaint.

23. If you have any questions about the policy or what it means, please contact a librarian for more information.

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***I have read the Deer Park Public Library Laptop Checkout Policy and agree to abide by its terms.***

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff Member Initials \_\_\_\_\_