ASSUMPTION PARISH LIBRARY LAPTOP POLICY

Laptop computers are now available to be checked out at the Assumption Parish Library. Each laptop is equipped with Windows 10 /11 for patrons' 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 library checks out only the laptop and power cord; no earphones, external keyboards, external mice, or external hard drives. Patrons may use any personal device that uses a USB connection, including keyboard, mouse, and USB flash drives.

1. Laptop computers can only be checked out by patrons who are **18 years old and older** using an active library card. The library card must be in good standing; no fines, no outstanding library materials, and no other blocks on the card or record.

2. Laptop computers are checked out for 3 days, as recommended by the Louisiana State Library, and **cannot** be renewed.

3. Only **1** laptop can be checked out per card. Parents cannot check out a laptop in a minor child's name.

4. Patrons must present a current and active Assumption Parish Library card that is at least 4 months old and provide a valid, Louisiana- issued driver's license or ID card. The address must match the address on the library card.

5. The first time a laptop is checked out the patron must read and sign a copy of the library's laptop policy which will be kept on file. A copy will be given to the patron. However, each time the eligible patron checks out a laptop, he/she will be required to complete a **Laptop Agreement Form** and agree to comply with the **Laptop Checkout Policy**. It is the patron's responsibility to read the policies prior to borrowing a laptop. Copies of the policy are available at the circulation desk at all Assumption Parish Library branches and online on the library website: **www.assumptionparishlibrary.com**.

6. Laptops are checked out on a first come - first serve basis for a maximum period of 3 days, adhering to the following:
   a. Laptops must be returned before or on the due date at least (30) minutes before the library closes.
   b. Laptops **may not** be checked out later than (1) hour before the library closes.
   c. Laptops cannot be checked out by the same household more often than **every 14 days.**

7. Laptops **may not be renewed or reserved** in advance.

8. Patrons returning laptops late will be fined **$10.00** per day, **$2.00** per 15 minutes. Fines must be paid at the circulation desk. Accrued laptop fines may prevent the checking out of any library materials. Laptops must not be returned in the library's book drop. A **$25.00** fee will be charged to a borrower who places a laptop in the book drop.

9. Patrons are financially responsible for lost or stolen laptops. A lost laptop fee of **$1000.00, plus a $5.00** processing fee will be assessed. Repair costs, whether from negligent, reckless, or intentional damage are the responsibility of the patron. If a laptop bag is lost, a charge of **$45.00** will occur. If an AC Adapter/Power Cord is lost, a charge of **$75.00** will occur. If the removable CD drawer is missing or damaged, a **$75.00** charge will be incurred. Such costs will be determined by the Assumption Parish Library and enforced by the Assumption Parish Sheriff Department.

10. Unreturned/overdue laptops are considered stolen, and the photo ID of the borrower 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.

11. Patrons cannot lend a laptop to another person. If a laptop is given or shared with another person, the original borrower is responsible for any loss of or damage to the laptop. Laptop borrowing privileges will be revoked.

12. No software maybe downloaded or installed to the laptop's hard drive. No attempt to change the installed software or any laptop settings are permitted.

13. If patrons experience problems with the laptop hardware or applications or have questions, they should report them to the library staff. The borrower will be held responsible for any damage to a laptop from their attempt to troubleshoot a problem.

14. In order to save information or documents, patrons may save to a personal USB drive, email it to themselves or print the information.

15. The Assumption Parish Library is not liable for damages to patrons' 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 that the Assumption Parish 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.

16. Laptops may not be used to engage in illegal activities. No federal, state or local laws can be violated when using a library computer.

17. The Assumption Parish 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.

18. The Library Director reserves the right to limit or regulate the use of Library equipment.

19. 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.

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

+++

I have read the Assumption Parish Library Laptop Checkout Policy and agree to abide by its terms. *(A copy of a picture ID must be attached to this contract.)*

Patron's Printed Name _____ Driver's License #_____

Patron's Signature _____ Phone #_____

Home Address _____

LAPTOP USE AGREEMENT FORM

Complete the Information below:

_____ I have witnessed physical inspection of the laptop prior to checkout and it was found in good working order. Moreover, I will allow at least five minutes for a library staff member to check the equipment again when returned.

_____ 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 Assumption Parish 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 Circulation 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 Assumption Parish Library Laptop Policy, and will comply with all its requirements.

Please Complete:
(A copy of picture ID must be shown and compared to the copy on file.)
Laptop ID Number: _____   Laptop Return Date:_____

Patron's Name (print): _____   Date:_____

Patron's Signature:_____ Phone# _____

Verified by: _____ Eligible for Next Checkout:_____

Place of Employment: _____

_____

Check-in Signature:_____   Check-in Date:_____