

## Laptop Checkout Policy

***Laptops are not to be used for or to engage in illegal activities, nor to access illegal material, including child pornography, or to access materials, which by local community standards, would be considered obscene. No federal, state or local laws can be violated when using a library Laptop. Please refer to the Exeter Public Library Internet Access Policy approved 4/17/2018 for more guidelines.***

The Library has 6 Laptops available for in-house checkout from the Adult Services Information. One of the seven laptops are used for the Library's catalog search and can be checked out in-house if the other laptops are not available.

**Use and circulation information:** Please wash hands with soap and water or use the gel provided before handling the laptops. All laptops are disinfected before and after they are checked out.

### Checkout Procedure

- Patrons must show their library card or a current photo ID at checkout and be in good standing. If a patron has overdue items over 3 months old, they will need to bring the items back before using the laptop service.
- Patron is responsible for the laptop while it is in their possession and returning it in the same condition.
- If you notice damage to the laptop or if you discover that an application is not working, immediately notify the desk where you checked out the laptop.
- Laptops do not circulate outside the building.
- No food or drink near the laptops
- Laptops are not reserved in advance, first come, first serve.
- The maximum loan period is 1 hour with some exceptions.

### Files and Software

- Personal software cannot be loaded onto the laptop.
- Patrons may not alter, delete, copy, tamper with any software loaded on the laptop or otherwise change its existing configuration.
- Audio or video files must be played with headphones.
- The Library is not responsible for damage to an external device (i.e. a flash drive or other external device) or for the loss of data that may occur while the laptop is in use.
- Wireless printing is available from library-owned laptops to the public printers in the library.
- Fax is not available

### Check-in Procedure

- When returning, the borrower must allow at least 5 minutes for a staff member to check the equipment.
- The staff member will verify that all parts are present and the computer and all accessories are in good working order.
- Laptops must be returned 15 minutes before the library closes.

### Liability

**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 Exeter Public Library Laptops have adequate virus checking software on them to protect data.

### Overdue fines:

When a laptop is lost, stolen, damaged, or 24 hours overdue, the borrower will be billed \$500 for replacement. The replacement charge will be refunded if the laptop is returned in good condition within 7 days of billing.

### Help

For assistance in using the laptop, please ask at the Information Desk.