Laptop Checkout Policy

When using the Exeter Public Library Laptops, you are agreeing to abide by the policies put forth by the Trustees of the Exeter Public Library. 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 7 Laptops available for in-house checkout from the Adult Services Information desk. One of the seven laptops is used for the Library's meeting room, off-site/in-house use for staff needs, and can be checked out in-house if the other laptops are not available.

Patrons 18 years or older can use laptops anywhere in the Adult Services area. Patrons under the age of 18 must sit in the Library's designated area.

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.
-Laptops stay in the Adult Services Area and are not to be brought down to the ground floor Children's Room area.
-No food or drink near the laptops.
-Laptops are not reserved in advance, first come, first serve.
-The maximum loan period is 2 hours 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 and Video Conferencing 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.

Return Procedure
All patron data/history is deleted from the laptop when the laptop is returned.

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.

EXETER PUBLIC LIBRARY
INTERNET ACCESS POLICY

As part of the Exeter Public Library's mission to meet the information, educational, cultural and recreational needs of the community and in response to the advances in technology in the Information Age, the Library is pleased to offer public Internet access. All Library users are allowed equal access to resources available on the Internet.

Information and resources on the Internet can enhance the materials available at the Library. The Library does not monitor the Internet, or have control over information accessed through the Internet. Not all sites on the Internet provide accurate, complete or current information and access points often change or are unpredictable. Some sites may carry information that a user finds controversial or inappropriate. Each individual user must accept responsibility for determining content.

Parents or guardians, not the Library or its staff, must be responsible for the Internet information selected and/or accessed by their children. Parents are encouraged to come in with their children and supervise Internet access at the Library.

Internet computers will not be used for illegal activity, to access illegal material, including child pornography, or to access materials, which by local community standards, would be considered obscene. The viewing of certain materials in the public library may be considered inappropriate in time, place, or manner. If Internet searching results in disruption of Library services, or if a patron's behavior, when using the Internet resources becomes inappropriate for a public library setting, the Library reserves the right to end the session. If similar situations continue to occur with a patron or patrons, the Library reserves the right to prohibit the patron or patrons from using the library.

Staff may assist users with their Internet searches.

Internet Access Policy - Guidelines
Before patrons may use the Internet, he/she must read and agree to the library's Internet Access Policy.

Patrons may use a formatted CD or a key drive to save material. Printers are available for patron use.

Code of Conduct:

A patron using the Library's Internet access:

may NOT use the Internet for illegal purposes.

may NOT access obscene material or child pornography.

may NOT use impolite or abusive language.

may NOT violate the rules of common civil behavior.

may NOT change computer files that do not belong to the patron.

may NOT disturb other Library services.

Any damage to the computer or its peripheral devices will be the responsibility of the user. Abuse of this policy or the library's hardware or software will result in the user being denied further access to the public computers and/or the library. Malicious damage may result in prosecution.

The Exeter Public Library reserves the right to terminate an Internet session anytime.

Approved 6/2023