

Western Plains Library System

Laptop Borrowing Policy

Western Plains Library System is pleased to offer a pilot project of ten circulating laptop computers for in-library use. Our customers may use this technology for research, networking, recreation, and document preparation and presentation.

This equipment has been made available thru an Oklahoma Department of Libraries and Gates Foundation BTOP grant.

The following rules apply:

- 1) Laptop computers are available for checkout to age 18 or older adult library cardholders in good standing (i.e. library card current, no overdues, and no fines due).

- 2) Laptop checkout for in-library use only.
 - a) Western Plains' time management software will control the length of the laptop session. A max of 3 hours internet time per day is allowed by the time management software.
 - b) Time spent on a laptop will be count against each customer's daily internet time.
 - c) Checkout is limited to one laptop per card per day.
 - d) Laptops should never be left unattended by the borrower.
 - e) The laptops may not be taken into the restrooms.
 - f) Audio must be played through a headphone set.

- 3) Laptops will be circulated until thirty-minutes before close of the library.

- 4) Laptops, together with accompanying peripherals, must be returned in person to a staff member at the circulation desk.

- 5) The library reserves the right to terminate the loan of a laptop at any time if the staff believes the laptop has been left unattended.

- 6) The library reserves the right to terminate the loan of a laptop at any time if someone other than the borrowing user is operating the laptop.

- 7) Each laptop is equipped with Microsoft operating software and built in Wi-Fi. Additional software may not be installed or downloaded by customer. Customer is responsible for personal Internet choices.
- 8) A user wishing to save files he has created must save them to a USB stick or personal Internet based account. **All user data is deleted when the laptop is restarted. The library does not assume responsibility for lost or corrupted files for any reason.**
- 9) Printing may be available for laptops subject to applicable charges (10 cents per page). As an alternative, a USB stick could be used to transfer information to an in-house library computer/printer.
- 10) The customer assumes full responsibility for replacement in the event that this equipment is lost, stolen, or damaged.
 - a) Laptop = \$1500
 - b) Power Cord = \$25
- 11) Removal of a laptop from the building or failure to return or pay for equipment may result in police notification and/or collection procedures, loss of library card privileges, and suspension of future laptop checkouts.
- 12) The WPLS Internet Policy applies to laptop use. Customers attest that they have read and will adhere to the policy.