

Crook County Library

In-House Laptop Use Policy

Revised by the Library Board of Trustees on October 13, 2022

General Laptop Information

- Laptops are available on a first come, first serve basis. They cannot be reserved.
- Laptop sessions are one hour, with the option to extend time at the discretion of staff.
- Each borrower may check out only one laptop at a time.
- Each borrower may check out one laptop per day.
- Laptops are labeled with an item barcode and laptop name.
- Printing is available using the Pharos Print Management Station using the same pricing schedule as printing from a desktop computer.
- Headphones are required for audio use and can be purchased from the library if needed.

Borrower Use and Responsibilities

- A. Patron must hold a valid Crook County Library (CCL) card to use a laptop. Patrons with Courtesy Cards may use a laptop, however facility cards or cardholders in any of the other libraries in the tri-county area are ineligible for CCL laptop checkout. No visitors' passes will be generated for laptop use.
- B. A completed release form must be on file prior to being able to check out a laptop. The release includes acceptance of financial responsibility and an acknowledgment that the laptop connects to an unsecured public WiFi network.
 - Patrons 17 and older can sign a release.
 - A parent/legal guardian must sign a release for patrons aged 12 through 16.
 - Youth under the age of 12 are ineligible for laptop checkout.
- C. The patron who checks out the laptop must be the person using the laptop. Example: a parent may not check out a laptop and allow their 8yr old child to use it.
- D. Laptops are to be used inside the library. Use in the lobby, meeting rooms, or outside the building will constitute theft.
- E. Under no circumstances should laptop be left unattended.
- F. If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance from library staff. Patron will be financially responsible for damage incurred from unauthorized troubleshooting.
- G. Laptops must be returned 10 minutes prior to closing in the condition they were received.
- H. Unless otherwise stated in this policy, laptop users will follow all Library policies governing computer use. Abuse may result in the loss of privileges.

****DISCLAIMER**—Crook County Library is not responsible for lost or stolen laptops or for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software.