

Waynesboro Public Library

Laptop Computer Use Policy:

General:

Laptop computers are designated for homework use only by youth ages 8-17 years of age. Adults are not allowed access to the laptop computers. Laptop computers are available weekdays between the hours of 3:00 p.m. and one hour prior to closing and Saturdays from 1:00 – 4:00 p.m. Computers are available for use for up to 2 hours. A time limit of one hour may be enforced if there are others waiting to use the laptop. The laptop must be returned to the front desk one hour prior to the close of the library.

Laptops are not available for take home use.

Laptop availability may be affected by maintenance and scheduling issues.

1. Laptops are checked out at the front desk. Library cards are required in order to use the laptops. Additional ID verification, based on the information contained in the library registration record, may be required at staff member's discretion.
  2. Users must be in good standing, with no outstanding long-overdue materials or excessive fees on their account.
  3. Users between the ages of 8 and 17 must have a laptop registration form with the signature of a parent or legal guardian on file with the Library System in order to use a laptop. A signature on the consent form acknowledges that the parent or guardian has read the form and the WPL Laptop Use Policy, and understands the policy of the Library. The consenting parent or legal guardian agrees to take responsibility for the laptop and its components as they would for any library material.
  4. Only one person may use a laptop at any one time. When computer time is completed, it is the user's responsibility to return the laptop to the front desk immediately. Failure to do so may result in loss of laptop computer privileges.
  5. No computer software or equipment may leave the building. The laptops may be used in designated areas only.
  6. Under no circumstances should a laptop computer be left unattended in the library. This is the sole responsibility of the patron who has checked out the laptop.
  7. WPL takes no responsibility for any loss or damage to patrons' data or media due to hardware, software, electrical surge or failure, or any other cause while the patron is using library computer equipment. It is the user's responsibility to save data in the case of battery failure.
  8. Start-up discs and software from outside of the library are not permitted to be used on the laptops.
  9. The staff will assist with basic computer usage questions, but are not available on a regular basis for extensive training of users. Users are expected to have working knowledge of the computers and programs. Manuals are available for assistance with specific hardware or software questions.
  10. The user of a laptop agrees to abide by the library's Acceptable Internet Use Policy and in addition the parent/legal guardian must have signed the laptop use registration form.
  11. The Library reserves the right to restrict or terminate the computer use privileges of any patron who is misusing or abusing library equipment or not acting in accordance to library policy. See Item 14, Unacceptable use of laptops, for more information.
  12. The library cannot guarantee that a wireless connection will be made between the library's wireless router and the laptop. The laptop batteries hold a charge of two (2) hours, but the library cannot guarantee that the laptop loaned out will be useable for that full amount of time.
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13. Lost and/or damaged laptops and components:

- A. Lost or damaged material fees for laptops will be based on a reasonable assessment of the cost of replacement or repair of the laptop.
- B. The patron to whom the laptop is checked out will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for an amount up to the full replacement cost if the laptop is damaged or stolen.
- C. The library privileges (checking out materials and using computers) of patrons with outstanding bills will be suspended until materials have been returned or payment has been made in full. In special circumstances, the Library Director or their representative may set up payment plans under which library privileges will be restored as long as the payments agreed upon are being met.

14. Unacceptable use of laptops

- Unacceptable use of laptops includes, but is not limited to the following:
  - A. Leaving a laptop unattended in the library at any time
  - B. Taking a laptop out of the library building or into a restricted area of the library (e.g. library restrooms)
  - C. Saving to the hard drive
  - D. Installing software from outside the library onto the laptop
  - E. Not following the library's Acceptable Internet Use Policy
  - F. Handling a laptop in a manner that can lead to damage of equipment (e.g. dropping the laptop onto a hard surface, pushing on the plasma screen of a laptop, downloading potentially hazardous files)
  - G. Sharing a laptop with anyone

15. The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the user to read and accept the current version of the policy. Violation of the Laptop Loan Policy may result in the termination of session and loss of laptop privileges.

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