

Thorntown Public Library

Laptop Lending Policy

The Thorntown Public Library circulates laptops for patron use while in the library building. The laptops run Windows operating systems and have Microsoft Office applications installed for writing letters, creating spreadsheets or a resume, or making a slideshow. Connect to the Internet to access the library's digital collections—including eBooks, magazines, music, and audiobooks—and more.

Each time the laptop is shut down or restarted, the installed security software will delete any information added or changed by the user. **You must save your files** to a cloud account (such as Google Drive or Dropbox) or a personal flash drive before returning the laptop. After the laptop is shut down or logged out, all files are deleted.

The following parameters have been adopted for the circulation of these laptops:

- Patrons must be 18 years of age or older with a valid Evergreen Indiana library card and an account in good standing (no fines/fees over \$10 or overdue materials).
- Laptops are available on a first-come, first-served basis.
- Laptops are for onsite indoor library use only.
- Patron must have his/her library card to check out.
- Laptops check out for 4 hours. If there is no one waiting to use a computer, the laptop may be checked out for an additional 2 hours. To do this, bring the laptop and all accessories to the circulation desk before the initial 4-hour loan period ends.
- The laptop is the borrower's responsibility while it is checked out. Do not leave the laptop unattended. Items returned with missing or damaged parts may incur charges according to the schedule below.
- By checking out a laptop, users agree to Thorntown Public Library's *Computer Safety Policy and Acceptable Use Agreement*.
- Borrower may not reset or try to change settings on the laptop.
- Failure to abide by this policy may result in the loss of laptop borrowing privileges.

Approved by board December 12, 2022

Fee Schedule for Lost, Damaged or Never Returned Items

Lenovo ThinkBook	\$624.00
Wireless Mouse	\$20.00
Charging Cord	\$15.00
Processing Fee	\$50.00