

# Louisville Public Library

## Laptop Lending Policy for In-Library Use

The Louisville Public Library offers in-house circulation of laptops to Library patrons holding a City of Louisville Library card.

Each laptop is enabled with wireless Internet access and Microsoft Office software.

The Library reserves the right to update and change the policies below without notice. It is the responsibility of the user to read and accept the guidelines in the Laptop Loan Agreement form.

### Eligibility

- Louisville Library Cardholders (unexpired).
- Less than \$10 in fines currently owed.
- 18 years of age or older.
- Has current photo ID.

### Loan Period and Availability

- Available on a first-come, first-served basis.
- Availability is dependent on Library needs/programs.
- May be used in-Library, on 2nd floor only. In NO circumstance may the laptop be removed from the building.
- May check out for 2-hour periods, with a possibility of renewal.
- May not be checked out less than 1 hour before close.
- Laptops must be returned 30 minutes prior to close.

### Late Fees

- If returned more than two hours after check out, a late fee of \$10 will be charged for each hour or portion of an hour that the laptop is overdue.
- Laptops not returned 4 hours after they are due will be reported STOLEN and the police will be notified.
- If a laptop is not returned, a replacement fee will be charged.

### Equipment Included

- Laptop, power cord, mouse.

### Checkout Procedure

- Library card and photo ID must be presented at time of checkout.

### Use

- Headphones must be used for any audio/video files (headphones available for checkout at the Reference Desk).

### Please Note

- No instruction will be provided by Library staff.
- Laptops are equipped with tracking software for theft detection.
- DO NOT leave the laptop unattended. YOU will be responsible for the theft of a laptop left unattended. If you must use the restroom, leave the laptop and included equipment with Library staff member at the Reference Desk. DO NOT bring the laptop into the bathroom.
- Library assumes NO responsibility for lost or damaged files or media when using the laptop.
- Using the laptop for illegal activity or other activity in violation of the Library's Computer Use policy (see Library website) is prohibited and may result in the loss of Library privileges.