

## LAPTOP CHECKOUT POLICY

### LAPTOP BORROWERS

- Laptop borrowers must be over the age of 18.
- Laptop borrowers must be cardholders of the Library.
- Laptop borrowers must have a cardholder record ***in good standing*** (i.e., no overdue books, no outstanding fines).
- Laptop borrowers must agree to the terms of checkout by signing a ***Library Laptop Checkout Agreement***.
- Laptop borrowers must present a valid Library card and a valid driver's license or other valid identification card at the time of checkout.

### CHECKOUT POLICY -- Please read the entire policy carefully and initial each of the lines below.

- Laptop borrowers bear the responsibility for damage to the laptop due to neglect, abuse, loss, or physical damage.
- Laptop borrowers wishing to save files that they have created must save them to a disk, USB drive, etc. **Any documents saved on the laptop will be lost when the laptop is shutdown.**
- \_\_\_ Laptops shall not be put in the book drop or overnight drop box. They must be returned to a staff member who will check to make sure all items are returned intact.
- \_\_\_ If laptops are lost or damaged, borrowers are responsible for the replacement cost (\$1,000) of the laptop plus any accrued overdue fines. If laptops are stolen, borrowers are responsible for any overdue fines accrued before notifying Beauregard Parish Library of the theft. Borrower may also be contacted by the State Library of Louisiana.
- \_\_\_ If a laptop bag is lost, a charge of \$45 will occur.
- \_\_\_ If an AC Adapter/Power Cord is lost, a charge of \$75 will occur.
- Laptops may not be used for any illegal purposes.
- \_\_\_ If laptops are not returned on time, a fine of \$10 per day will be assessed.
- Laptops must be returned to the library on the due date at least 30 minutes before closing.
- Laptops are available on a first-come, first-served basis. They **cannot be reserved ahead of time.**
- Each borrower may **only checkout one (1) laptop at a time.**
- Laptops will be **checked out for a period of seven (7) days.**
- Laptops are **not renewable.**
- \_\_\_ ***Failure to adhere to any portion of this policy will result in patron's laptop check-out privileges being permanently revoked.***

### Informational

- Laptop borrowers must provide their own accessories (e.g., mouse, headphones, disk, and/or USB drive.) The use of the accessories must not require the installation of any software on the laptop.
- Laptops can connect to the internet utilizing wireless access points at home or anywhere free or paid wireless access is available.
- Laptop borrowers may not install any software on the laptops.
- Laptop borrowers may not alter, delete, or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.

**Staff Use Only:**

Patron Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Library: \_\_\_\_\_ Dell Service Tag# \_\_\_\_\_

**Laptop Inventory**

(Note: If there is damage to the laptop or accessories, refer to the *Repairs or Maintenance Sheet*.)

	Checkout	Check-in
• Laptop	<input type="checkbox"/>	<input type="checkbox"/>
• AC Adapter & Power Cord	<input type="checkbox"/>	<input type="checkbox"/>
• Laptop Bag	<input type="checkbox"/>	<input type="checkbox"/>
• No Physical Damage	<input type="checkbox"/>	<input type="checkbox"/>
• Laptop will power on	<input type="checkbox"/>	<input type="checkbox"/>
• Laptop boots into Windows	<input type="checkbox"/>	<input type="checkbox"/>

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**Laptop Satisfaction Survey**

**INSTRUCTIONS:** Your feedback is important. Help us continue to improve by completing this laptop evaluation form. Turn in this form when the laptop is to be checked in.

Please rate the following with “5” being the highest rating and “1” being the lowest.

	<u>Very Favorable</u>	<u>Favorable</u>	<u>Neutral</u>	<u>Unfavorable</u>	<u>Very Unfavorable</u>
1. Was the laptop user friendly?	5	4	3	2	1
2. Was the software installed adequate?	5	4	3	2	1
3. Laptop Features (Example: Web Camera etc.)	5	4	3	2	1
4. Overall experience with laptop.	5	4	3	2	1
5. Did you use the Laptop to assist with Job Search or Resume Preparation? (Check one)	Yes	No			
6. Other comments:					

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**Repair Form**

1. Did you have any problems using this laptop? If so please list below:

2. Is there any physical damage you need to report? If so please list below:

Note: Please complete upon laptop check-in and mail directly to:  
State Library of Louisiana  
Attention: IT Department

**P.O. Box 131**  
**Baton Rouge, LA 70821-0131**