Computer Laptop Check-out Rules & Procedures

The Adams Public Library System is pleased to offer laptop checkout service to patrons within the library. Patrons will be able to access the library wireless network with a library laptop or their own laptop or electronic device. All library wireless users must agree to abide by the Computer & Internet Acceptable Use Policy.

Limits and Availability
- Only patrons 18 and older may borrow library laptops.
- Library laptops are for use within library buildings only. Laptops taken outside the building will be considered stolen and the police will be notified.
- Patrons may not borrow more than one laptop at a time.
- Laptop computers are available on a first come, first served basis. However, they may be reserved in advance for special circumstances, such as use for school, a job, or a meeting.
- Patrons may not alter, delete, copy, tamper with any software loaded on the laptop or otherwise change its existing configuration. Patrons may not install software on the laptops.
- The library is not responsible for damage to any external device or for the loss of data that may occur while the laptop is in use.
- Laptops must be returned to the circulation desk 15 minutes before the library closes.
- Printing is available on each laptop via Princh. Payment may be made via the Princh app or to the Adult Circulation desk.
- Patrons are urged to save their work on their own external memory device. All documents are automatically deleted when the laptop is turned off.
- Audio or video files must be played with headphones.

Checkout Procedure
- Patrons must surrender a valid photo ID for use of a laptop. Failure to do so will result in a denial of laptop checkout privileges.
- Patrons who check out the laptop will be responsible for any damage to the laptop while in their possession.
- Patrons may not check out a laptop then loan the laptop to another user. The penalty for allowing another to use the laptop is loss of laptop checkout privilege.
- At the time of checkout, a staff member will inspect the laptop to make sure it is intact and running properly. Borrower will then initial check list in front of the staff member.
- Each patron is guaranteed 1 hour of use per session. If no other patron is waiting on the device, more time may be granted.

Check-in Procedure
- When returning, the borrower must allow at least five minutes for a staff member to check the equipment.
- The staff member will verify that all parts are present and the computer and all accessories are in good working order.
- The laptop will be booted and checked for functionality upon return.
- The borrower will sign and date the checklist to complete the transaction.
- The photo ID will be returned to the patron.

Fines and Liability
- A patron's privilege to check out a laptop may be removed for one month if the patron leaves before the check-in procedure is complete.
- Laptops are equipped with tracking software for theft protection.
- Borrowers must not leave laptops unattended. The borrower will be responsible for a stolen laptop.
- Charges for Lost and Damaged equipment are as follows:
  - Laptop: $1,200.00
  - Cracked screen: $200.00
  - Lost mouse: $5.00

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