**Great Falls Public Library**

**Laptop Checkout Policy**

Great Falls Public Library has 12 laptops available for checkout and ***for use in the library only***. Laptops are available on a first-come, first-served basis and cannot be reserved in advance.

* To borrow a laptop, you must have a Great Falls Public Library card in good standing which allows Internet access and must also leave a piece of state-issued photo ID with staff when checking out the equipment. If you have outstanding fines or overdues that prevent you from checking out other library materials, you will not be allowed to check out a laptop. Patrons may not check out a laptop for another individual.
* Laptops may be checked out for 2 hours or until 15 minutes before closing, whichever comes first. Renewals are not allowed. The library reserves the right to shorten loan periods to accommodate public training sessions which use the laptops.

Laptops come preinstalled with the same software that is available on the computers in the regular computer area. No software can be loaded on the laptop and changes to the computer configuration are not allowed. Users will be asked to remove images that are offensive to other patrons. Access to materials which are child pornography, obscene, or harmful to minors is prohibited.

* Printing from laptops is not available at this time.
* Staff is available for limited support; for example, troubleshooting Internet connections. Extended support in use of software is not available.
* You are responsible for loss, theft or damage to laptops and accessories. DO NOT LEAVE THE LAPTOP UNATTENDED. Laptops are loaded with tracking software to determine their location. If laptops leave the building, they will be tracked and a police report will be filed.
* Fines and liabilities:
	+ Overdue fines are $10.00 per hour, or portion thereof.
	+ The borrower is responsible for all costs associated with damage during the checkout period.
	+ The borrower is responsible for replacements costs if the laptop is lost or stolen.
	+ Any costs incurred will be attached to the borrower’s library account and may be turned over to a collection agency.
	+ ~~All laptop borrowers will be required to accept a Laptop/Internet Use Agreement when logging on to the laptop.~~

*By signing the Laptop Borrower Agreement, you agree to adhere to all parts of this policy. Failure to do so will result in loss of the privilege of borrowing a laptop and may result in loss of desktop computer privileges as well. Laptop loans may be terminated at any time for violation of any part of this policy.*