

Laptop Lending Policy

The Ramsey Free Public Library has laptops that are available to check out and use inside the library. Ramsey Library laptops are Windows based and have full Internet access as well as security software that deletes search history, added files and other personal information when they are restarted. Wireless printing is available for all devices, including these laptops to our public printing station. Prints are \$.10 per page for black and white copies and \$.50 for color copies. Please review prints using Print Preview before sending items to the printer.

- Laptops are available for any Ramsey cardholder in good standing. Good standing includes unexpired cards with under \$10.00 in fines.
- Laptops can be borrowed from and returned to the circulation desk.
- Laptops can be used inside the library only - they cannot be taken home or outside of the building.
- Patrons borrowing laptops must present their library card, which must be in good standing, along with photo identification.
- Patrons borrowing laptops must also first sign the Laptop Borrower Agreement Form.
- An appropriate ID may be:
 - Driver License
 - Photo Learner's Permit
 - Non-Driver's ID
- Laptops will be checked out onto the patron's card when borrowed.
- For patrons under 18 only a valid Ramsey Library card is required for borrowing laptops. However, a parent or guardian must first sign the Laptop Borrower Agreement Form.
 - It should be noted that financial responsibility for broken or stolen laptops will be with that individuals' parent or guardian.

Other Guidelines

- During after school hours (2pm-6pm, weekdays, during the school year), students (under 18 years old) should use a library laptop rather than a library desktop. If there are no laptops available, a desktop computer can then be used by students during this time period.
- Laptops are available on a first come, first served basis. Laptop use will be limited to one hour if others are waiting to borrow a laptop. Time can be extended by staff if there is not a wait for laptop access. Borrowers should speak to a staff member to request extended time.
- Guidelines for laptop use:
 - Laptops may not be left unattended.
 - Borrowers may not eat or drink near laptops.
 - Laptops should be handled gently to prevent damage.
 - Borrowers must adhere to the library's Internet Use Policy and Patron Code of Conduct when using library laptops.
 - Borrowers should immediately inform staff if a device malfunctions in any way or if malware or other unauthorized software is suspected.
 - A charge of \$400 will be applied for damaged laptops. The same fine will be applied for stolen laptops in addition to local authorities being contacted.
 - While laptops have software that will delete personal information, search history and login information after the restart of a machine, it is advised that borrowers sign out of all accounts and delete all files before returning the laptop.