

Laptop Check out Policy

The Caldwell Public Library has 10 Windows laptops and 6 Chromebooks available for checkout from the Circulation Desk. All laptops have Microsoft Office (Word, PowerPoint, Excel) or LibreOffice, web browsers (Google Chrome, Internet Explorer), Adobe Reader, and a media player. Chromebooks have the Google Chrome browser.

Use and circulation information

- Library laptops and Chromebooks can be checked out with a card from any library in the LYNX! Consortium that is in good-standing (less than \$10 in fines).
- Laptops are for in-library use only and should not leave the library building.
- **Any files saved to the laptop will be deleted once the laptop is returned. Please save your work frequently to an external USB drive or your personal Google drive. USB drives can be purchased at the circulation desk for \$4.**
- 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 an external device (i.e. a flash drive or other external device) or for the loss of data that may occur while the laptop is in use.
- Laptops are available on a first-come, first-served basis.
- You may not check out a laptop if you have overdue library materials.
- One laptop per person may be checked out.
- The maximum loan period is 2 hours. You must return the laptop to the circulation desk by the due time to avoid fines.
- **Do not leave laptops unattended.** You are responsible for a laptop while it is checked out to you.
- **If you notice damage to the laptop or if you discover that an application is not working, immediately notify the desk where you checked out the laptop.**
- Wireless printing is available. See instructions on the laptop's desktop.

Overdue fines:

When a laptop is lost, stolen, damaged, or 24 hours overdue, the borrower will be billed \$500 for replacement, plus a \$25 processing fee. The replacement charge will be refunded if the computer is returned in good condition within 7 days of billing; however, the overdue fines and processing fees remain.

Overdue fines will accrue at \$5 per hour.

Help

For assistance in using the laptop, please ask at the Information Desk.

For questions about circulation and billing policy, please contact the Circulation Desk.