Kent County Public Library
Laptop Lending Policy

Policy: Laptops are available for in-library use at the Chestertown, North County, and Rock Hall branches. Laptops are available on a first come, first served basis and reservations are not allowed. Staff may not always be available to give individual instruction. The patron signing out the laptop is agreeing that they know the basics of Windows, Office, and using the internet. KCPL is not liable for any lost files or damage to an external device that may result from using the laptop. A patron who loses or damages a laptop will be charged a $600.00 replacement cost.

Date: Revised: May 29, 2018

Signature:

Procedure:
- Patrons are required to present a valid library card to check out a laptop. There is a PDF copy of this policy, KCPL's Computer Use Policy, and the patron contract on the desktop of each PC.
- If patron does not have a valid library card and does not wish or is unable to sign up for one, they must present an unexpired government-issued photo ID and complete and sign a contract outlining this policy, KCPL's Computer Use Policy in order to use a laptop. This contract must be completed each time a laptop is checked out and the contract(s) will be kept on file. KCPL staff will hold the photo ID until the laptop is returned.
- Laptops include a power cord which also must be returned. No other peripherals will be supplied.
- Laptops are checked out for a four-hour period. All laptops must be returned directly to a staff member at least 30 minutes before closing. The patron must remain until the laptop is checked in by the staff member. Failure to return the laptop on time will be considered theft and handled accordingly.
- Laptops may be used on Library premises only. Removal of the laptop from these premises at any time will be considered theft and handled accordingly.
- Patrons are to keep the laptop with them at all times and are liable for any loss or damage to a laptop while the laptop is checked out to them.
- Each laptop checkout will be counted as a single computer use for statistical purposes.

Software & Internet
- All laptops are equipped with Microsoft Office and standard web browsers.
- All effort will be made to keep the laptops up-to-date. On days when the technician is scheduled, laptops may be unavailable until software updates are completed.
- In order to block changes & provide patron security, all laptops have DeepFreeze software which wipes all changes to the computer upon restart. The patron is responsible for saving his/her files to an external device or cloud-based service. No files or internet history will be retained on the laptops.
- Patrons are not permitted to install any third-party software or devices.
- Laptops are configured to connect to the local library internet only.

No other connections are allowed.

- Users of the laptops are required to adhere to KCPL's Computer Use Policy, which is available at: http://www.kentcountylibrary.org/pdf/ComputerUsePolicy_20120521.pdf
- Local printing at Chestertown, Galena, and Rock Hall is available via LPTone at a cost of $0.20 per page.