

**Kent County Public Library**  
**Laptop Lending Policy & Procedures**  
**Approved by Board of Trustees, 08/05/2013**  
**Revised & Approved by Board of Trustees, 02/25/2016**

**Circulation**

- Laptops are available in Chestertown, Galena, Rock Hall, and the Kent County Community Center.
- Patrons are required to present an unexpired government-issued photo ID to get a laptop. KCPL or Kent County Parks & Recreation (KCPR) staff will hold the photo ID until the laptop is returned. Patrons must be over 18 to sign out a laptop.
- Laptops include a power cord which also must be returned. No other peripherals will be supplied.
- Laptops are signed out for the day. 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 by the staff member. Failure to return the laptop on time will be considered theft and handled accordingly.
- Laptops are available on a first come, first serve basis and reservations are not allowed.
- Laptops may be used on Library or Community Center premises only. Removal of the laptop from these premises at any time will be considered theft and handled accordingly.
- All patrons wishing to use a laptop are to complete & sign a contract outlining this policy, KCPL's Computer Use Policy, and any replacement costs. This contract must be completed each time a laptop is checked out and the contract(s) will be kept on file.
- 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 signed out to them.
- Staff will complete out a log of laptops going in and out. All laptop contracts will be kept on file in accordance with KCPL's document retention policy.
- Each laptop sign out 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.

- There is a PDF copy of this policy, KCPL's Computer Use Policy, and the patron contract on the desktop of each PC.
- Laptops are configured to connect to the local library or community center 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](http://www.kentcountylibrary.org/pdf/ComputerUsePolicy_20120521.pdf)
- Laptops have malware filters only and do not have content filters. Minors are not permitted to use the laptops.
- Local printing from laptops is not currently available at KCCC-Worton. Laptop users at KCCC-Worton may send print jobs to be picked up at the Chestertown branch via the Library's PrinterOn service (<http://www.printeron.com/kcl/chestertown>) for \$0.20 per page. Local printing at Chestertown, Galena, and Rock Hall is available via LPTone at a cost of \$0.20 per page.

### **Replacement Costs**

- A patron that loses or damages a laptop will be charged a \$600.00 replacement cost.

### **Miscellaneous**

- Staff is not always 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 and KCPR are not liable for any lost files or damage to an external device that may result from using the laptop.
- A copy of this policy and the KCPL Computer Use Policy will be given to patrons when they sign out the laptop.