Cedarburg Public Library
Laptops for In-Library Use – Purpose, Eligibility, Availability, Policies, & Procedure

The Purpose of the In-Library Laptops is:

- To allow library patrons to work on a computer for a longer period of time than is available from the public computers.
- To allow library patrons to do their computer work in another area of the building other than the public computer area.
- To better accommodate group projects that require a computer for people to gather around.

Eligibility and Availability:

- Laptop computers may only be checked out by patrons 18 years and older who have an Eastern Shores Library System library card that is valid and in good standing.
- Laptops will be available on a first-come, first served basis. They cannot be reserved.
- Library programs have priority for use of laptops.

Policies:

- Laptops can be checked out for a 4-hour time period. A $1.00 usage fee will be charged to check out a laptop. There is no fee to use the public computers or the Xpress Internet stations available in the library.
- A replacement charge of $650.00 will be applied for a lost or completely damaged laptop. A $25.00 fee will apply for a lost or completely damaged power charger and cord. A $15.00 fee will apply for a lost or completely damaged mouse. Other damages will be billed at the entire cost of the repair including shipping.
- An overdue fee of $1.00 per hour will be charged if the computer is returned after the due date and time.
- Laptops cannot leave the library, or be taken into the restroom or left unattended under any circumstances. Laptops may be taken to a staff member at a service desk if the user is going to be away momentarily and then picked up for continued use.
- The patron is responsible and fiscally liable for the laptop until returned and is responsible for any damage that results from neglect.
- The patron must agree to the Library's Internet Usage Policy and Laptop Policy which appears when starting up the computer. If the policy is violated then the patron will not be allowed to use the laptop and/or access the internet from the public computers.
- Laptops need to be returned to the first floor checkout desk 15 minutes prior to closing time.
- All files and downloads will be deleted when the computer is shut down and restarted.
- Patrons may not install software onto the laptops.
- The Cedarburg Public Library is not responsible for damage to any removable drive or media (i.e. flash drive, CD, SD card) or loss of data that may occur due to malfunctioning hardware or software.

Checkout Procedures:

- The patron must have a valid Eastern Shores Library System card in good standing.
- The patron must sign the agreement before each checkout.