

Laptop Checkout Policy

Laptop Borrowers

Laptop borrowers must be over the age of 18.

- Laptop borrowers must agree to the terms of checkout by signing a *Library Laptop Checkout Agreement*.
- Only Lafourche Parish residents will have laptop checkout privileges. Lafourche residents must present a valid Library identification card and valid driver's license or state-issued ID (or other valid photo identification card) that contains their current Lafourche Parish address at the time of checkout.

Checkout Policy

Mandatory

- Laptop borrowers bear the responsibility for damage to the laptop due to neglect, abuse, loss, or physical damage.
- Laptop borrowers wishing to save files that they have created must save them to a disk, USB drive, etc. Any documents saved on the laptop will be lost when the laptop is shutdown.
- Laptops shall not be put in the book drop or overnight drop box. They must be returned to a staff member who will check to make sure all items are returned intact.
- If laptops are lost, damaged, or stolen, borrowers are responsible for the replacement cost (\$300) of the laptop plus any accrued overdue fines. If a laptop is stolen or destroyed in a fire and the user brings in a police report, no charges are assessed.
- If laptop bag is lost, a charge of \$45 will occur. If an AC Adapter/Power Cord is lost, a charge of \$75 will occur.
- Laptops may not be used for illegal purposes.
- If laptops are not returned on time, a fine of \$10 per day will be assessed every day until the laptop is returned.
- Laptops must be returned to the library on the due date at least 30 minutes before closing.
- Laptops are available on a first-come, first-served basis. They cannot be reserved ahead of time.
- Each borrower may only checkout one (1) laptop at a time.
- Laptops will be checked out for a period of three (3) days.
- Laptops are not renewable.

Informational

- Laptop borrowers must provide their own accessories (e.g., mouse, headphones, disk, and/or USB drive.) The use of accessories must not require the instillation of any software on the laptop. Laptop borrowers may not install any software on the laptops.
- Laptops can connect to the internet utilizing wireless access point at home or anywhere free or paid wireless access is available.
- Laptop borrowers may not alter, delete, or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.

Procedure for Overdue Laptop

- One to three days after the due date, call the patron and remind them to return the laptop.
- One week overdue—send letter/invoice/written notification that failure to return laptop will result in assessed charges of \$300 plus above accessories (bag-\$45, cord/adaptor-\$75) if applicable and inform patron it will be turned over to the police and considered stolen.
- Two weeks overdue- notify police department the laptop has not been returned and is considered stolen. File police report.

Complete Lafourche Parish Laptop Checkout Agreement