

Allegan District Library Laptop Policy

Purpose

Allegan District Library maintains a number of laptop computers available for use within the library. Laptop computer use is subject to Allegan District Library's Internet Acceptable Use Policy.

Laptop Use Guidelines

- Laptops are for in-library use only, they cannot be removed from the library with the exception of use by staff for library programming purposes.
- Laptops can only be checked out to members who are at least 13 years of age.
- Those wishing to check out laptops for in-library use must have a valid photo ID; a valid photo ID must be left at the public desk while the laptop is checked out.
- Removal of the laptop from the library will be considered theft.
- Laptops will be available on a first-come first-served basis.
- Laptops are subject to the same regular use procedures as public desktop computers.
- Laptops will have both Deep Freeze and EnvisionWare PC Reservation software installed to regulate usage.
- Laptops should not be left unattended for any reason; laptops should be returned to the public desk.
- Laptop privileges can be suspended or terminated by staff if the borrower violates library policies.

Review

This policy will be reviewed by the Facilities Committee every four years.