

## Desktop and Laptop Computer Usage Policy

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The Library's laptops may only be used in the Library on the second floor. Removal of a laptop from the Library will be considered theft. All applicable laws will apply.

Desktop computers are available for Children and Teens and Guests within their own room and must not be removed or altered in any way.

### ELIGIBILITY

Only registered Belleville Public Library and Information Center's patrons in good standing may use a desktop or laptop. A valid library card without restrictions is required. All library fines must be cleared in order to access the free public library Wi-Fi.

### RULES OF BORROWING

For patrons using laptops on the second floor, the borrower must present either:

- a valid driver's license with photo,
- Another form of valid photo I.D. (School photo ID, passport)
- The I.D. will be held at the Reference Desk until the laptop is checked back in by a Library staff member.

### GUEST PASSES

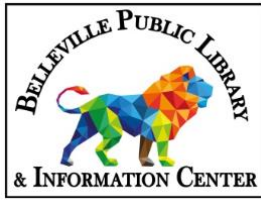
Guests from out of Belleville are asked not to use the Library computers on a regular basis. Guests from neighboring towns are asked to use the Public Library within their own place of residence. However, in cases where non-residences must use the Belleville Library, a Guest Pass will be provided for 45min maximum. All Guests must show picture ID with name and address in order to receive a laptop for Guest. Otherwise Guests passes are given at the Reference desk.

### LOAN PERIOD AND AVAILABILITY

All desktop and laptops are available for a maximum amount of 2 hours per day for all Library Card Holders and Guest Pass users.

All computers will automatically shut down 15 minutes before the Library closes for the evening. Laptops must be returned 30 minutes before closing.

Laptops and desktops are available on a first-come, first-served basis and cannot be reserved.



# Belleville Public Library & Information Center

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## LATE FEES AND LIABILITY

The borrower is financially liable for any lost, stolen or damaged computers/laptops. Laptops not returned to Belleville Public Library's Reference Desk will be considered theft and the patron who checked out the laptop will be charged accordingly.

## LIMITATIONS ON LAPTOP USE

The borrower must not leave the laptop unattended. If a borrower must leave for a short time, the laptop may be left with a staff member at the Reference Desk with the understanding that the laptop's check-in time will not be changed. If an unattended laptop is retrieved by a staff member the borrower's laptop borrowing privileges may be suspended.

A borrower's files will be automatically erased from the laptop when it is shut down. Therefore, borrowers wanting to preserve their files should save them on a USB flash drive or email the files to themselves.

The Library assumes no responsibility for any damage to Library users' personal devices, software, files and/or equipment. Tampering with Library equipment or attempting to access or modify the operating system of or any other software or programming, including bypassing security functions, is prohibited.

Laptops may not be used to engage in illegal activities or to disturb other patrons. A request to refrain must be complied with immediately. Failure to comply will result in loss of computer privileges.

## UNACCEPTABLE USE OF LAPTOPS INCLUDES:

- Leaving a laptop unattended in the Library for any length of time.
- Taking a laptop computer out of the Library building or away from the second floor of the Library or into restricted areas (like restrooms).
- Installing software, saving to the hard drive or changing computer settings/configurations.
- Handling a laptop computer in a careless manner that can lead to damage of equipment.

*Policy Subject to Revision*

*The Library's "Desktop and Laptop Computer Policy" may be revised from time to time.*