

## **Loaner Laptop Service**

Wireless laptop computers are available for use at the Main, Mitchell Park, College Terrace, and Downtown libraries. This service is provided with the support of a Cable Co-op Legacy Grant under the Friends of the Palo Alto Library 9 Libraries project.

### **Loan and Use Policy**

A valid Palo Alto City Library Card is required to check out a laptop. Borrowers must be at least 10 years of age. Loaner laptops may be used in the library or on the patios, weather permitting.

Checkout is for one single two-hour period (per system, not per branch) per day. **All laptops must be returned one-half hour before the library closes.** A **\$10.00 late fee** will be charged to the cardholder's account. It is the responsibility of the borrower to return the laptop on time in order to avoid the late fee. There is an automatic logoff of the laptop after 2 hours has elapsed. All default software settings will be restored and all created and downloaded files, cookies, Internet search history, etc. will be removed upon log-off. The user is responsible for saving their work prior to logoff.

Only one computer can be checked out per person. Laptops may not be reserved for a specific time or day. You must be present when a laptop becomes available.

The borrower will be held responsible for any damage or theft. If the equipment is malfunctioning or the battery is low, staff should be immediately notified. Intentional damage, as determined by library staff, will subject the borrower to a charge. Failure to return a laptop will result in a replacement fee of \$1,500. Abuse of the loan policy, as determined by staff, may result in suspension of borrowing privileges.

All laptop policies and procedures are in accordance with the Palo Alto City Library Internet Use Policy that outlines acceptable use of the Internet at the Library.

### **The Equipment**

The IBM laptops are Windows XP computers, with wireless capability and DVD/CDRW combination drives. They are configured with Microsoft Office 2003, including Word, Excel, PowerPoint, Access, and Internet Explorer as well as DVD viewing and CD burning capabilities. A packet containing a mouse, headphones, and power supply can be borrowed. An external floppy drive is also available to borrow.

The wireless network runs on the 802.11g standard. Since it is an open network without encryption, users should exercise caution when transmitting sensitive information.

File downloads are permitted to USB storage devices (available for purchase at the circulation desk), the DVD/CDRW drive or PC formatted diskettes. Downloading additional software is not permitted. Network printers for laptop users are available.

The Library is not responsible for any damage to the user's removable disks/drives or loss of data that may occur due to malfunctioning library hardware and/or software. Library staff will not provide tutoring in the use of the laptop hardware or software.