



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 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

Amended 02.22.22
Amended 08.13.20
Amended 05.25.16
Amended 06.04.15
Amended 06.17.14