

Oregon Public Library  
Laptop Use Policy

Purpose of lab: The 5 patron and single staff laptops were purchased primarily for staff training, library programming, and events co-sponsored by the library held in the Sue Ames meeting room. A Dell projector, model 1800MP, is also available for use.

Hardware: Dell Latitude E6500, power supply, mini surge protector, mouse; two have webcams and headsets.

Software installed: 2007 Microsoft Office suite (Word, Excel, PowerPoint, and Publisher), and web browser software. Two of the patron laptops and the staff laptop have Skype and Tokbox installed.

Printing costs: Documents are printed at the public printer. Charges are \$.10 per page for black and white printouts, and \$.50 per page for color printouts, payable at the circulation desk. CD's are available for \$1.00, payable at the circulation desk.

User responsibilities:

1. Laptops should never be left unattended. Patron is responsible for any damage that occurs while the laptop is left unattended.
2. Users are responsible for complying with the library's Internet/Computer Use Policy and Guidelines, and the Code of Conduct policy.
3. Users may not tamper with laptop hardware or software.
4. No personal software or programs may be loaded onto the laptop.
5. Laptops must be plugged into a power source during use.
6. Laptops are for in-library use only. If the laptop is taken from the premises, the Oregon Police Department will be notified of a theft.
7. Work must be saved onto a flash drive or CD-Rom (provided by the user).
8. No food or beverages are allowed when using the lab.
9. Borrowers are financially liable for loss or damage to laptops.

In an effort to protect both the laptops and the wired non-LINK PC's, security software has been installed which prevents any changes made to the laptops from being permanent. Personal information is deleted at the end of each session. System and virus definition updates automatically occur at regularly scheduled intervals.

Patron laptops are for in-library use only. Library staff may borrow the staff laptop with approval from the library director.

*Disclaimer: The Oregon Public Library is not responsible for damage to any removable drive (ie. Flash drive or CD), or the loss of data that may occur due to malfunctioning hardware or software.*

Adopted June 9, 2010