



*Parent Laptop  
Loaner Policy*

Dover Public Library  
35 Loockerman Plaza  
Dover, DE 19901  
302-736-7030

December 23, 2014

The Parent Laptop is available only to parents/caregivers accompanying children. Those not with children at the time of request will be asked to use the public computers available on the second floor of the Library.

- A valid photo ID is required and will be held by Library staff while laptop is in use.
- Delaware residents must also have a valid library card account.
- When a customer hands over his ID and signs the Parent Laptop Sign-out sheet, he is assuming responsibility for the laptop and any accompanying equipment. If the laptop is damaged, lost or stolen as a result of customer actions while it is checked out, the customer may be held responsible for the replacement of the laptop/equipment pending a decision by the Children's Department Head and Library Director.
- The customer and the laptop must remain in the Children's Department while it is on loan and be monitored by the person using it at all times.
- If the customer using the laptop needs to step away or leave the laptop unattended for any amount of time, the laptop must be returned to the Children's Desk for safe keeping.
- If the customer needs to be away for more than 15 minutes, the laptop must be checked in with staff and checked out again when the customer returns.
- For the safety of children being accompanied, parents/guardians must monitor their child's/children's behavior and activities while using the laptop.

The parent laptop may be used for any amount of time during Library hours with the following exceptions:

- ⇒ The laptop has been in use for one (1) hour and a new request to use the laptop is received. The customer currently using the laptop will be allowed a ten (10) minute grace period to save any work and

return the laptop to the Children's Desk.

- ⇒ The laptop must be returned 15 minutes prior to the Library's closing time for that day regardless of the time it was checked out.

**All policies outlined in the Library's  
*Acceptable Behavior Policy and Computer Use Policy*  
apply to the parent laptop(s) and its usage.**

If any person is observed misusing the parent laptop or not following policy, Library staff will:

- Remind/inform the customer of policies.
- If behavior continues, the customer will be asked to return laptop for the day.
- If the customer refuses to return laptop, security will be called. If he still refuses when security is present, he will be asked to leave the Library and Loaner Laptop privileges may be revoked for a period of time as determined by the Children's Department Head and Library Director.

It is suggested that all customers using the Loaner Laptop have a personal storage device (flash drive, etc.) for saving his work. Documents, photos, pictures and any other work may not be saved on the Loaner Laptop.

Wireless printing from the laptop to the Library's printers is available. The normal per page charge for printing applies when using wireless printing.