



Parent Laptop Policy:

The parent laptop is available only to parents and 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 the parent laptop is in use.
- Delaware residents must also have a valid library card account.
- When a patron hands over their ID, they assume responsibility for the laptop and any accompanying equipment. If the laptop is damaged, lost, or stolen as a result of patron actions while it is checked out, the customer may be held responsible for the replacement of the laptop/equipment pending a decision by the Youth Services Department Head and Library Director.
- The patron and the parent laptop must remain in the Kids Space while it is on loan and be monitored by the person using it at all times.
- If the patron using the parent laptop needs to step away or leave the laptop unattended for any amount of time, the laptop must be returned to the Kids Space Desk for safe keeping.
- For the safety of children being accompanied, parents and caregivers must monitor their child's/children's behavior and activities while using the laptop.

Parent laptops may be used for any amount of time during Library hours with the following exceptions:

- A laptop has been in use for one (1) hour and a new request to use the laptop is received. The patron currently using the laptop will be allowed a ten (10) minute grace period to save any work and return the laptop to the Kids Space Desk.
- Laptops 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 and its usage.

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

- Remind/inform the patron of policies.
- If behavior continues, the patron will be asked to return the laptop for the day.
- If the customer refuses to return the laptop, security will be called. If they still refuse when security is present, they will be asked to leave the Library and parent laptop privileges may be revoked for a period of time, as determined by the Youth Services Department Head and Library Director.

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