

Laptop Checkout Information

WHAT YOU SHOULD KNOW

Under 18 U.S.C. § 1030, this laptop is a “protected computer.” You may not add, remove, or alter software or programs to the laptops at any time. Hacking or exceeding the guest access of this laptop is a **federal offense**.

If you download information or files, we recommend saving them to a flash drive and deleting them from the laptop before return. We also recommend clearing your web browsing history before return so your personal information is not compromised.

WHAT YOU NEED FOR CHECK OUT

1. A valid photo ID
2. A current library account in good standing or proof of residency such as a lease agreement, voter ID, or utility bill
3. A completed laptop checkout form

WHAT YOU RECEIVE

1 Dell laptop, 1 2-piece charging cord, and 1 laptop case.

The laptop operates with Windows10Pro and includes the Microsoft Office Suite including: Word, Excel, Outlook, PowerPoint, Publisher, OneNote, and OneDrive. The internet browser is Microsoft Edge with Bing as the default search engine. The laptop includes other standard Microsoft software including Microsoft Store, Mail, Photos, Skype, and more.

WHAT YOU DO NOT RECEIVE

Internet access is not “built-in” to the laptop. If you wish to use the laptop online you will need to connect to Wi-Fi; either publicly available (such as at the library or McDonald’s) or connect to your own Wi-Fi at home if you have it. If you do not have Wi-Fi at home you may wish to check out an internet hotspot. Please read the information on hotspot checkout.

Without internet access you cannot check email or connect to any online sites.

You will not receive any peripherals or cables to connect to printers, scanners, etc. If you wish to print, you will need to connect to a wireless printer (such as here at the library) or save the documents or files to a USB flash drive which you can connect to a printer-capable computer. You must provide your own device to save files you create or download as any files on the laptop will be deleted upon check-in.

HOW IT WORKS

We check the laptops and note the condition before checkout. All items are inspected upon return to check for damages and to ensure the laptop is in working order. If there is an issue that was not noted at checkout, you will be financially responsible for the repairs or replacement of the item; up to **\$995.00**. Laptops may be kept for 2 weeks. Students who are currently enrolled in online courses can bring proof of course registration and check out a laptop to the completion of the course(s).