

# Laptop Checkout Information

## WHAT YOU SHOULD KNOW

Under 18 U.S.C. § 1030, this library 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, save them to a flash drive and delete them from the laptop before return. The computer will be wiped upon check-in and any saved files will be lost. We recommend clearing your web browsing history before return so your personal information is not compromised. The overdue fine is **\$10.00 PER DAY**.

## WHAT YOU NEED FOR CHECK OUT

1. A valid photo ID
2. A library account in good standing (current, less than \$5.00 in unpaid fines)
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 standard Microsoft software like WordPad, Microsoft Store, Mail, Photos, Skype, etc. Access to the Microsoft Office Suite including Word and Excel is available online if you have a Microsoft account. The internet browser is Microsoft Edge with Bing as the default search engine.

## 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, provide your own cable, or save the 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

Laptop and accessory condition are noted before checkout. All items are inspected upon return for damages and proper 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 1 week and renewed once. 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). Loan duration may also be extended for telehealth appointments if the borrower submits a copy of the appointment schedule.