

CIDL Laptop Checkout Policy

Eligibility

- All patrons with a valid library card (resident card, Pack Pass, visiting patron, etc.) are eligible to check out a laptop for in-library use.
- Patrons without a valid library card may exchange their driver's license for a laptop.

Usage Restrictions

- Laptops are for in-library use only and cannot be taken beyond the RFID gates.
- Time limits may be enforced if demand is high enough, with non-residents being limited to 90 minute sessions.
- Patrons must be 13 or older to check out a laptop.

Data Confidentiality

- All laptops will be wiped and restored to a default state after every use. For this to take effect, Circulation staff must ensure that laptops are shut down upon return to the circulation desk.
- Data from previous user sessions will be unrecoverable after the laptop has been powered off, which includes accidental shutdown or depletion of the battery.
- Patrons are welcome to bring their own flash drive to save or retrieve data if necessary.

Fines and Fees

- If taken from the building, the patron will owe the library the cost of replacing the laptop (max: \$500) until such time as the laptop is returned.
- Laptops that are returned in a non-functional state or otherwise damaged may incur fines up to the cost of replacing the laptop (max: \$500). The exact fine is to be determined at the discretion of the Head of IT.
- Taking a laptop from the building or damaging it may affect future laptop use eligibility.
- There is no deposit on laptops.