



LAPTOP COMPUTERS

Terms and Conditions

1. Patrons must be 18 and have a valid library card to check out a laptop.
2. Patrons agree to follow the Wauwatosa Public Library Computer and Internet Use Policy
3. Allotted check out time is 4 hours per day.
4. The overdue fine is \$1.00 per hour.
5. Laptops are for use in the library only.
6. Patrons accept full responsibility for the replacement cost of \$650.00 for a non-returned, lost, damaged or destroyed laptop.
7. Laptops must be checked in at the kiosk.
8. Staff is available to help patrons get started on the laptops and for basic instruction, but staff cannot spend extended periods of time with any one patron.
9. Failure to comply with these rules will result in loss of access to laptops at the library.
10. Laptops must be checked in 15 minutes before the library closes.

FAQ

How can I borrow a kiosk laptop?

Follow the on-screen instructions, which will include reading and accepting the Kiosk Laptop Terms of Use. You must be at least 18 years old and also have a valid Milwaukee County Federated Library System card without fines over \$5.00. Having fines of more than \$5.00 will keep you from checking out a laptop.

How long can I borrow a kiosk laptop?

The kiosk laptop is due in 4 hours OR 15 minutes before the library closes, whichever comes first.

When I return the laptop, what happens to any data I have left on it?

Reboot or power down the laptop when done. This will wipe clean all data and return the laptop to its original state.

Do I have to sign a Kiosk Laptop Use form?

No, you don't have to sign a form. But you do have to read and agree to the Terms and Conditions which display prior to checkout. Your agreement is required to proceed. **(Continued on reverse side)**

Where can the laptops be used?

The kiosk laptops are for in library use only and should not be left unattended.

Is there a receipt for borrowing?

There is no receipt.

Is there a late fee?

The Library charges \$1 per late hour with a one hour grace period. Laptops not returned within 2 days will be deemed lost, and the replacement cost will be added to your account.

What happens if I lose or damage the laptop?

You are responsible for any damage, up to the replacement cost of \$650.

What do I do if the laptop is not functioning properly when I first borrow it?

Please notify the staff at the Reference Desk of any hardware and software problems. If the device freezes, you can restart the laptop.

Why are some of the kiosk laptops not able to be borrowed?

A kiosk laptop cannot be borrowed while it is in charging mode or if one was reported damaged. Charging laptops will show up as yellow on the kiosk screen. Damaged laptops will show up as red with a wrench icon. Damaged laptops will be repaired and replaced as soon as possible.

Why can't I borrow a laptop someone else just returned?

The kiosk performs functions such as recharging the battery. During that time the kiosk laptop cannot be borrowed. During the Covid pandemic laptops are quarantined for a period of time.

How do I connect to the wireless network?

The laptop will automatically connect to the library wi-fi when booted up.

Can I store data on the laptop temporarily?

Yes, however we recommend that you use an external storage device and save your work that way. If the kiosk laptop reboots anytime during the allotted borrowing time all data will be lost. USB sticks are available from the Reference Desk if you forgot to bring your own.

How do I print?

From within a program, print like you normally do. You can choose to print to the printer at the Reference Desk (B/W only) or to the North Public Color Printer (B/W or color). Pick up your prints from the printer and pay at the reference desk.

\$0.10 B/W \$0.25 Color.