

State Library of Louisiana

Administered by Terrebonne Parish Library System

Limits and Availability

What features are available on the Laptops? How many can I borrow?

- Microsoft Office 2007 is installed including MS Word, EXCEL, ACCESS, and PowerPoint. These applications can be launched with an icon on the desktop.
- Adobe Acrobat Reader, QuickTime Viewer, Shockwave, a Video Launcher, Flash Media Player and CD Burner are installed on each Laptop.
- Each laptop has Internet access using Internet Explorer or Mozilla Firefox.
- The home page when launching the Internet is defaulted to lajacc.org.
- English is the default language for all applications.
- Printing is not available from laptops.
- Borrowers may not install software on the machines.
- Borrowers may not alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration.
- Laptops are available on a first-come, first-served basis. Patrons may not place a holds on laptops.
- An eligible patron is only allowed to borrow one laptop at a time and one per household.
- There are no passwords needed.
- Do not save files on the hard drive. Save all your files on a portable storage device. (Example: USB, CDR, portable HD, etc.)

Loan Period

How long can I keep it?

- The checkout period for each laptop is seven (7) days.
- A borrower must sign the Library Laptop Checkout Agreement before he/she can take a laptop away from the Library.
- A borrower must present a valid Library card and a valid Louisiana state-issued driver's license or a valid Louisiana state-issued identification card at the time of checkout.
- At the time of checkout, the laptop will be inspected by a staff member to make sure it is intact and functioning properly.
- Laptops are not renewable.
- The borrower must return the laptop along with accessories to the library that it was checked out from at the end of the checkout period.

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Checkout Procedure

What do I need to do to check it out?

- Laptop borrowers must be at least 18 years old.
- Laptops can only be checked out by a Library Patron with a valid Terrebonne Parish Library Card and a valid Louisiana state-issued driver's license/identification card.
- Patrons who have overdue books or fines are ineligible to checkout laptops.

Check In Procedure

What do I do when the checkout period is up?

- **Laptops are to be returned to the library that they were checked out from on the due date at least 30 minutes before closing.**
- A staff member will verify that the computer and all accessories are in good working order.
- Laptops should not be left unattended at the counter or placed in the book drop or overnight drop box.

Liability

What will happen if I break or lose the laptop or fail to return it on time?

- **If laptops are not returned on time, a fine of \$10 per day will be assessed.**
- **If a laptop is not returned on time it will be declared stolen and the Houma Police/Terrebonne Parish Sheriff's department will be notified.**
- **If laptops are lost, damaged, or stolen, borrowers are responsible for the replacement cost (\$1,000) of the laptop plus any accrued overdue fines. If a laptop bag is lost, a charge of \$45 will occur. If an AC Adapter/Power Cord is lost, a charge of \$75 will occur.**
- A patron's privilege to checkout a laptop may be removed for a period of time if the patron fails to return loaned equipment by the due time on more than one occasion or leaves before the check-in procedure is completed.
- The borrower is responsible for making sure that the laptop is in working order and without physical damage when it is checked out.
- Under no circumstances should a borrower leave the laptop unattended. The library will not be responsible for a lost or stolen laptop even when it is used in the library.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the laptop computer or its associated peripheral equipment during the period it is checked out or its replacement cost should it be lost or stolen.

Troubleshooting problems & Questions

What do I do if I have problems?

- If Patrons experience problems with the laptops they should report them to the library staff.
- The borrower should not try to troubleshoot the laptop.