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San Juan Island Library
Laptops – <u>Basic Information</u>

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1. Please use your San Juan Island Library barcode number to reserve, check out, and/or logon to laptops. If you don't have your Library card, and don't know your Library barcode number, you may purchase a replacement card or ask a staff member to look it up for you. Payment of a $1.00 *cash only* fee is required <u>before</u> either option.

2. The laptop system requires that your Library card be in good standing. Access will be denied for blocks on an account due to long overdue materials or unpaid replacement fees.

3. Patrons without SJI Library barcode numbers may use desktop computers.

4. If no laptops are available for checkout, reservations may be made in person at the information desk for that day only. No reservations can be made online or by telephone. Write down your reserved Laptop number and time of reservation. Be at the information desk within 5 minutes of the reservation time.

5. Log on promptly (within 15 minutes of your reservation time) to prevent your reservation from expiring.

6. Initial session limit is 60 minutes. Your time starts counting down when the original reservation start time begins, and not upon login.

7. A single time extension of 60 minutes may be automatically offered only if there are no other reservations pending. Click the "OK" button to accept this time extension.

8. You are allowed a maximum of 120 minutes per day. <u>Note</u>: There is no daily time limit on desktop computers.

9. If you do not use your full 120 minutes in one session, you may then place another reservation, or logon to another available laptop, to use your remaining time. The total of all laptop sessions will not exceed 120 minutes per patron per day.

10. Authorized Users on another person's SJI Library account are <u>NOT</u> allowed to check out a laptop using that person's account.

11. A laptop cannot be checked out on an SJI Library card for someone else to use, unless a parent is checking out a laptop on his or her card for his or her child to use. The parent must be present.

12. Laptops with pending reservations MUST be returned <u>promptly</u> to the information desk. Failure to promptly return a laptop after use may result in a revocation of laptop borrowing privileges.

13. Laptops MUST be checked out at the information desk before logging on for use.

14. ALL UNSAVED WORK IS LOST WHEN THE LAPTOP SHUTS DOWN. NOTHING WILL BE SAVED ON THE LAPTOP. Material will ONLY be available after a session if it's been saved to a portable device, stored online, or emailed to oneself or someone else as an attachment. When a session ends, all of the files saved to the laptop, along with the activity history, are erased.

San Juan Island Library
Laptops — <u>FAQs</u>

<u>Why is there a time limit for using laptops?</u>
Due to increased demand for laptops, it is more equitable to limit session times so that all patrons who wish to use a laptop have the chance to do so.

<u>What do I need when checking out or making a reservation for a laptop?</u>
- A current SJI Library card in good standing-- access is denied for blocks on accounts due to long overdue materials or unpaid replacement fees
- Your SJI Library card or barcode number
- Have a Laptop Consent form signed by a parent/legal guardian on file for dependents 0-17 years old

<u>Why do I need my SJI Library barcode number?</u>
The system requires all 14 digits of your card number to make a reservation, check out, or logon to a laptop.

<u>What if I don't know my SJI Library barcode number?</u>
- Bring your Library card to the Library
- Memorize your Library card number
- Write it down
- Store it on a cell phone
- Ask Library staff to provide a replacement Library card or look up your number for a $1.00 <u>cash only</u> fee for either option

<u>I don't have $1 right now. Can you charge it to my library account and I'll pay later?</u>
No. Payment is due in *cash only* before card replacement or lookup.

<u>How do I reserve a laptop?</u>
Please make your laptop reservation with a staff member at the information desk.

<u>Why might I have problems when making a reservation with a staff person?</u> Possible reasons:
- Your SJI Library card is not in good standing
- You are 0-17 years old and don't have a Laptop Consent form signed by a parent/legal guardian on file
- You already have a laptop reservation
- You already have a laptop checked out

<u>What if I'm late and miss my reservation?</u>
If you do not log on to the laptop within 15 minutes of your reservation time, your reservation may be cancelled. Either check out an available laptop, or make a new reservation.

<u>How do I cancel a laptop reservation?</u>
Please ask a staff member at the information desk to cancel your reservation.

<u>Why did I get less than 60 minutes for my session?</u>
If you didn't make an advance reservation but checked out an available laptop, your time may be limited if someone else's reservation on that laptop is pending. As soon as you logon, it is important to note how much actual time is available on the laptop you have checked out. Each patron may use up to a total of 120 laptop minutes per day depending on laptop availability. Also, if you had a reservation, your time starts counting down at the original reservation start time, and not upon login.

<u>I know who has the reservation after me. Can I just give the laptop to them when I'm done?</u>
No. The laptop must be checked in from your library account, and checked out to their account. You are responsible for laptop damage or loss until the laptop is checked in on your account.