

Borrow a Laptop FAQ

Who can borrow a laptop?

All current St. Paul Municipal Library card holders may borrow laptops. The first time you borrow a laptop, you will be required to fill out a Laptop Loan Registration and Liability Form (available at the circulation desk), which will allow you to borrow laptops throughout one year. Laptops will not be loaned to borrowers with blocked Library accounts (fines, delinquent or lost material, etc). No individual may borrow a laptop with the intended purpose of allowing another individual the use of that laptop.

Where may I use the laptop?

Laptops borrowed from the St. Paul Municipal Library are for in-library use only.

Where can I borrow a laptop?

Laptop may be borrowed from the circulation desk.

What is the loan period?

The loan period for laptop is 3 hours.

What are the fines for late return of the laptop?

A fine of \$10.00 per hour will be assessed on all laptop returned late to a maximum of \$100.00.

Who is responsible for theft, damage or loss of the laptop?

You are financially responsible for the laptop and accessories while signed out in your name, as you agreed to when you signed the Laptop Loan Registration and Liability Form. Please consult our Laptop Loan Policy for additional information.

Can I renew a laptop?

Laptop may be renewed if there are additional ones available for other users at the time of renewal. You must bring the laptop in person to the circulation desk to request renewal.

Where do I return the laptop?

The laptop must be returned in person to the circulation desk. You will be asked to wait to allow staff to verify that all the pieces are returned before the laptop is discharged from your record. Laptops are due back 15 minutes before the Library closes.

Can personal software and documents be saved on the laptop?

When the laptop is shut down, all user installed software and files are erased. Please save your documents to a USB drive or CD, or email them to yourself. There is no way to recover your work once the laptop is shut down.

Can I access the Internet from the laptop?

The laptops are equipped with a wireless network card. In order to access the Internet, you will be asked to log into the Library's wireless network using your library barcode.

Where can I get information about connecting to the Library's wireless network?

Staff at the circulation desk can help you.

What comes with the laptop?

When a laptop is borrowed, a power cord, power supply adapter and carrying case are included.

What software and hardware is available on the laptop?

System Software:

Windows 7

Internet Explorer

Adobe Reader

Quick Time

Windows Media Player

Adobe Flash Player

Microsoft Office 2007 (Word, Excel & PowerPoint)

Hardware:

Laptop– DVD-ROM player (read only) & wireless network card

Netbooks – wireless network card

Can I print from the laptop?

If you are logged in to the Library's wireless network, you may print to the Library's public printers.

Can I check if a laptop is available to borrow without coming to the Library?

To check whether any laptop are presently available for borrowing; do a TITLE search in the Library Catalogue for laptop.

Can I book a laptop in advance?

Advance bookings/holds for laptops will not be accepted.

Are there power outlets available in the Library for using the laptop?

Yes, there are electrical outlets in the Library. Do not unplug Library equipment to plug in the laptop.

Can I use the laptop on battery power?

Yes, but check the battery level before relying on it. If the battery is low and you can not locate an electrical outlet, contact staff at the circulation desk.

Why are laptop due back 15 minutes before the Library closes?

We request that laptop be returned 15 minutes before the Library closes for maintenance purposes.

What if I need help?

Library staff will provide assistance.