

Policy for Use of MP3 Players

The James Kennedy Public Library has three MP3 players available for check out. These machines were purchased to facilitate use of the library's downloadable audio collection available at neibors.lib.overdrive.com.

- MP3 players have a 14-day check out period, and cannot be renewed.
- MP3 players will be checked out only to adult patrons in good standing who have had a James Kennedy Public Library Card for at least 30 days.
- Patrons wishing to check out an MP3 player must have their library card or other identification with them.
- There is a limit of one MP3 player per patron.
- MP3 players must be returned to a library staff member at the circulation desk when due. They should not be returned in the drop box.
- Patrons who want to download files from the Downloadable Audio Books from the library's website are encouraged to use their own computers. If this is not possible, the patron may check out a library laptop for this purpose.
- Regular audio books on CD and cassette tape are not compatible and cannot be loaded onto players.
- If players are lost or damaged, the patron will be assessed the full price for replacing the MP3 player.

How to check out the player:

1. MP3 players are kept at the circulation desk. To check one out, bring your library card to the desk and ask if a player is available. If a player is not available, they can be reserved following the library's policy on holds and reserves.
2. If you are inexperienced in downloading audiobooks onto the MP3 player, the library staff can help you. Please call ahead if you wish assistance to ensure staff will be available when you come in.
3. The MP3 player "kit" will come with:
 - 1 Creative MuVo V100 digital audio player
 - 1 Creative MuVo installation disk (CD)
 - 1 Creative MuVo instruction booklet
 - 1 set of earbuds (although you are encouraged to use your own headphones or speakers)
 - 2 rechargeable batteries (1 installed in the player and 1 spare)

4. Please be sure that all pieces are returned on or before the due date.

Adopted 9/07

Laptop Users Agreement

1. I am responsible for the laptop and all components checked out to me. I will not leave it unattended. While in my possession, I will protect it from being stolen or damaged.
2. I understand that when I check out a laptop and components, it is for my exclusive use. I agree that I will not check out laptop or components for others and misuse is cause for not being allowed to check out laptop or components in the future.
3. I agree that I have a signed Internet User's Agreement and I understand that all library polices on the use of computers and the Internet apply to the use of this laptop.
4. I agree to return laptop and all components to the circulation desk when due.
5. I understand that I will be billed for repair, replacement and / or additional fees if laptop or components are damaged, lost, stolen or not returned in a timely fashion. I agree to pay for replacement, repair, or any other fees should I incur any.
6. I understand and agree that the James Kennedy Public Library shall have the right to treat non-returned laptop or components as stolen property and take all necessary actions to recover it in accordance with governing law.
7. I agree not to tamper with or modify the hardware or software on the laptop, nor to allow others to do so.
8. I agree to fully cooperate with library staff when asked to return laptop and components for library instruction, inventory, or when the library closes.

Signed: _____

Printed name: _____

Date: _____

Library Card Barcode number: _____

Laptop Lab Users Agreement

1. I have the authority to sign this agreement on behalf of the organization that I represent.
2. I am responsible for the laptop lab and all components checked out to me. I will not leave it unattended. While in my possession, I will protect it from being stolen or damaged.
3. I understand that when I check out the laptop lab and components, it is for the exclusive use of the organization I represent. I agree that I will not check out laptops or components for others and misuse is cause for not being allowed to check out laptops or components in the future.
4. I agree to return laptops and all components when due.
5. I understand that I will be billed for repair, replacement and / or additional fees if laptops or components are damaged, lost, stolen or not returned in a timely fashion. I agree to pay for replacement, repair, or any other fees should I incur any.
6. I understand and agree that the James Kennedy Public Library shall have the right to treat non-returned laptops or components as stolen property and take all necessary actions to recover them in accordance with governing law.
7. I agree not to tamper with or modify the hardware or software on the laptops, nor to allow others to do so.
8. I agree to fully cooperate with library staff when asked to return laptops.

Signed: _____

Printed Name: _____

Organization: _____

Address: _____

Phone number: _____

Date: _____

Wireless Access

Free wireless access is available at the James Kennedy Public Library. Users with a notebook, laptop PC or other wireless device are welcome to utilize the library's wireless service.

- To use the library's wireless connection, you must have a laptop computer or similar device with a built-in wireless adaptor with 802.11b or 802.11g wireless networking. If your notebook/ laptop or other device does not include wireless networking, you may be able to purchase a variety of external notebook/laptop pc cards and USB devices. The manufacturer or supplier of your equipment, or local technology merchants, can help you find the right product for your notebook / laptop computer or other device.
- You can access the Internet on you laptop from almost anywhere in the library. If you have trouble accessing the Internet or staying online, please move to a different location.
- If you computer has a built-in wireless adapter, it will automatically detect our Internet connection when you turn your computer on. Wireless card users will need to install and configure their cards prior to using the library's wireless connection.
- Wireless printing is available for the standard fee.
- The wireless Internet access we offer is not filtered. By choosing to use this free service, you agree to abide by the library's Internet Access and Acceptable Use Policy.
- The wireless network is not secure. Information sent to and from your notebook / laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software.
- The library staff will not handle your equipment and cannot assist with configuration or installation of wireless cards. No guarantee can be made that you will be able to make a wireless connection.
- The library assumes no responsibility for the safety of equipment or for notebook / laptop computer or other wireless device configuration, security or data files resulting from the connection to the library's wireless access.

Adopted 6/06