

Laptop Rules & Instructions

1. Laptops circulate with a charger, mouse, and carrying case. If anything is missing from the carrying case please inform the Check Out Desk immediately. All items must be returned or the patron will be charged. Return laptops in person at the Check Out Desk. **Do NOT put laptops in Book Drop.**
2. Laptops can be renewed in person at the Check Out Desk. **Overdue fines are \$15.00 per day.**
3. Laptops can connect to Internet via wireless network, DSL, high speed Internet, or dial-up. To access Internet you must have one of these services available to you. The Brookfield Public Library does not provide modems or cables.
4. **Files saved on laptops will be erased when the computer shuts down.** To save documents use an external device like a USB flash drive or CD. Blank CDs are available for purchase at the Check Out Desk.
5. To print from the laptops at home, use the wireless printing option on the Brookfield Public Library website: www.brookfieldpubliclibrary.info. The Brookfield Public Library's standard printing rates apply, and the print jobs stay in the queue for 5 hours. Please see the Wireless Printing section of the website for more information.
6. If you experience problems with the laptop please fill out one of the problem comment cards located in the carrying case. For more immediate assistance, please call the Information Desk at 708-485-6917.
7. Laptops are unfiltered. Individuals under the age of 18 must be signed up for Complete Internet Access.