

STUDY SPACE LAPTOP USE POLICY

Study Space Laptop Use Policy

The Santa Monica Public Library offers laptops for use with a Study Space reservation. Laptops may be borrowed free of charge and are available to library card holders on a first come, first served basis.

Study Space Laptop Requirements

- A valid Santa Monica Public Library account in good standing is required.
- Laptop use is available for up to 4 hours.
- Laptops cannot be renewed for additional time.
- Laptops may only be borrowed in conjunction with a Study Space reservation.
- Laptop usage is limited to Study Spaces. Laptops may not be taken out of the Study Space area and must be returned at the end of the Study Space reservation or at the end of the 4-hour reservation, whichever comes first.
- All users of Library equipment must adhere to the Library Rules of Conduct

Equipment Use and Printing

Chromebook Laptops

Chromebook laptops are available for self-checkout using the Laptop Kiosk in the Workspace or at the Service Desk. Chromebooks utilize the Google Chrome browser and may necessitate an e-mail address to operate cloud-based applications. Save all work at the end of your session. Chromebooks borrowed from the library will erase all user data upon log off.

Fees and Fines

Damaged or stolen laptops may be incurred a damage charge up to \$350. Overdue laptops may be charged \$1.00 per hour after the 4-hour session if not returned.

Laptop Kiosk or Service Desk Check-Out

Checking out a laptop using the Laptop Kiosk or at the Study Room Service Desk requires a valid library account (in good standing) and PIN number for check-out. Upon return of the laptop, the kiosk will charge the device and check-in the item automatically.

Printing

Printing is available at the Workspace copier using Chromebook Printing or at Main Library using “Mobile Printing”. Chromebook printing is available on laptops checked-out from the Laptop Kiosk (or by Staff) by using File->Print. Mobile Printing is available for Chromebooks and personal devices by visiting <http://print.smpl.org>