



HELPING YOU STAY CONNECTED

Eligible patrons will be able to borrow a laptop for a seven day period. Laptops can be reserved by coming in or calling either Central or Sulphur Regional Libraries. Patrons must wait seven days to be eligible for the next checkout. Laptops must be returned to the library where they were checked out on or before the due date at least thirty (30) minutes before closing.

Laptops are available at

Central Library

301 West Claude Street
Lake Charles, LA 70605
(337) 721-7116

Sulphur Regional Library

1160 Cypress Street
Sulphur, LA 70663
(337) 721-7141

Visit our webpage!

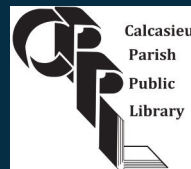
www.calcasieulibrary.org

Check Out Our Laptops!



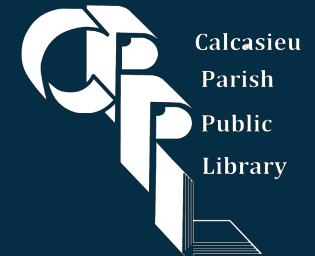
THE FINE PRINT

- A patron's privilege to check out a laptop may be removed for a period of time if the patron fails to return loaned equipment by the due time on more than one occasion or leaves before the check-in procedure is completed.
- If laptops are not returned on time, a fine of \$10 per day will be assessed. Laptops not returned within two weeks will be considered non-returned and turned over to the police as stolen.
- If the property is damaged, lost or stolen, the borrower is responsible for the reasonable cost of repair or its fair market value on the date of loss. Lost carry cases are assessed at \$45. Lost power adapters with cable are assessed at \$75. Loss or theft of the property must be reported to the library by the next day after the occurrence.
- The borrower is responsible for making sure that the laptop is in working order and without physical damage when it is checked out.
- Under no circumstances should a borrower leave a laptop unattended. The library will not be responsible for a lost or stolen laptop even when it is used in the library.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the laptop computer or its associated peripheral equipment during the period it is checked out or its replacement cost should it be lost or stolen.



7/11

Calcasieu Parish Public Library



www.calcasieulibrary.org

Through the State Library of Louisiana, the Calcasieu Parish Public Library is providing these laptop computers to Louisiana citizens through *Louisiana Libraries: Connecting People to Their Potential* project, which is funded by an \$8.8 million dollar Broadband USA grant secured by the State Library in 2010.

Take your library with you

WITH ONE OF CALCASIEU PARISH PUBLIC LIBRARY'S LAPTOPS

BORROWERS MUST:

- BE 18 OR OLDER
- HAVE A LIBRARY CARD IN GOOD STANDING (I.E. NO OVERDUE ITEMS OR OUTSTANDING FINES)
- PRESENT A VALID ID AT CHECKOUT
- AGREE TO THE TERMS BY SIGNING THE LIBRARY LAPTOP CHECKOUT AGREEMENT



Students completing homework projects, adults conducting research or who are job hunting, and those who are simply curious will be able to check out the library's laptops and finally experience what it is to use a computer and work in the comfort of home. All laptops are wireless-enabled, so they can access the internet from any public hot spot.

The world at your fingertips

HOW TO SAVE YOUR WORK

Files saved to the computer will be erased each time the computer is closed. To prevent you from losing your work, we recommend that you save your documents to a flash drive.

- Insert your flash drive into a free USB port.
- From an open application, such as Word, click on the "Office" button and click on "Save As."
- Click on the "My Computer" icon on the left side of the window and then double click on the icon for your flash drive.
- Name the file and click the "Save" button.

CONNECTING TO THE INTERNET

Free wireless internet is available at many public libraries. Also, some businesses offer free access to its customers. To connect to their network:

- Click on the network icon next to the clock in the lower right corner of the window.
- Search through the available wireless networks and double click on the unprotected network to connect.
- Once you are connected, open either Internet Explorer or Mozilla Firefox to surf the web.

LAPTOP FEATURES

Microsoft Office 2007

- Access
- Excel
- PowerPoint
- Word

Adobe Acrobat Reader

QuickTime Viewer

Shockwave

Flash Media Player

CD Burner



With one of our laptops you can:

Surf the web
Research your family tree
Create a résumé

Create a budget
Write the next great American novel
Prepare a presentation

Search for a job
Share videos and pictures
Finish homework assignments

And much more!