

Career Connections Laptop Policy

What are on these laptops?

The purchase of these laptops was funded by a grant from the NJ Department of Labor and Workforce Development to increase employment within the community. They contain links to the NJ LWD website, links to local job listings, mock-interview software, and library resources to support resume and cover letter writing and job search activities. The laptops also have access to the Internet and to the Microsoft Office Suite.

What can I use the laptops for?

The laptops are intended to support job search and career development activities. They are not intended for general computer use. Please see the reference desk to be assigned a regular computer for non-career development purposes.

Who can use these laptops?

These laptops are for anyone in the community to use during the job search process. Please note that these laptops are reserved for career development activity, and not for general use.

How long can I use a laptop?

Laptops do not have a time limit, so long as they are being used for career development and job search activity. If all laptops are currently being used, time limits may be enforced at the librarian's discretion. All laptops must be returned to the librarian ten minutes before the library closes.

How do I check-out a laptop?

Please see a librarian to check-out a laptop. If you are a member of the North Bergen Library or a BCCLS library, you may check out a laptop when you present your library card and an additional form of ID, which will be held as collateral. If you do not have a library card, you may check-out a laptop by presenting a form of official (state-issued) photo ID which will be held at the desk as collateral. You may only have one laptop checked out at a time.

Where can I use the laptops?

The laptops may only be used in the reference area of the library. You may not take laptops home with you. All laptops must be returned to the librarian ten minutes before the library closes.

What is the printing policy?

The library will provide free black & white printing for resumes and cover letters, up to 10 copies. If you have special paper that you wish to print on, please inform the librarian *before* you hit print. Laptops will print to a printer in the staff area, so please see a librarian to receive your print jobs. You will be charged \$.15 a page for non-resume and cover letter print outs. You are responsible for what you print, so please ensure that you are happy with your print job *before* you print. Librarians cannot offer refunds for printing. Printers are black & white only.

What happens if I lose or damage the laptop?

You are responsible for any damage or loss to the laptop while it is signed out to you. Please keep a careful eye on your laptop while you are responsible for it.

Do I have to sign a form?

Yes, you will have to sign a copy of our policy when you use the laptops. You will also be requested to fill out our feedback form, to help us collect statistics on the laptops' use.