

## **Laptop Lending Policy**

The Shorewood-Troy Public Library, at its discretion, will make laptop computers available for patron use inside the library. The library's laptops may only be used in the library. Removal of a library laptop from the library will be considered theft. All applicable laws will apply. Use of the laptops indicates agreement to the terms of this laptop lending policy.

### **Eligibility**

The borrower must be 13 years of age or older and have a valid library card. To check out a laptop, the borrower must present one of the following: A) their library card; B) a school ID; or C) a valid Illinois driver's license or state ID. The ID will be held at the circulation desk until the laptop with all pieces in working order is returned to library staff.

### **Loan Period/Availability**

Laptops are available on a first-come, first-served basis and may not be reserved.

Borrowers may check out only one laptop per day.

Laptops can be checked out from the circulation desk for 90 minutes. The session may be extended if no other patrons are waiting to use a laptop.

Laptop lending will end one hour before the library closes. The laptop must be returned no later than 30 minutes before closing.

Laptops must be returned to the circulation desk in person, and must be turned on for inspection purposes. Do not return the laptops to the book drops or leave them on the counter. Borrowers should be prepared for a brief wait while staff verifies that all items have been returned in working condition.

A patron's privilege to check out a laptop may be suspended if the patron fails to return loaned equipment on time. Laptops not returned by library closing time will be considered stolen. The police department will be notified and an investigation may be initiated.

### **Limitations**

Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and built in Wi-Fi. Use within the library does not require an access code. No additional software may be installed or downloaded.

Audio or video files must be played with headphones. Skype and similar video communications must be done within the study room.

Wireless printing is available.

### **Fines and Liability**

Under no circumstances should a borrower leave the laptop unattended -- the library is not responsible for a lost or stolen laptop once in the borrower's possession. Should the laptop be damaged, lost, or stolen during the period it is checked out, the borrower assumes full responsibility and fiscal liability for

all costs associated with damage to the laptop or its associated equipment.

Current replacement/damage charges include:

Late fee (for each hour or fraction thereof that the laptop is overdue - there is no grace period or maximum fine)	\$5.00
Battery	\$75.00
RAM	\$100.00
Hard Drive	\$300.00
CD-RW/DVD Drive	\$200.00
AC adapter/power cord	Replacement cost
Damaged laptop	Repair/Replacement cost
Lost or stolen laptop (if laptop is stolen, the borrower is responsible for submitting a police report to the library director)	Replacement cost

## Usage

The library's Internet Use policy applies to laptop use.

The borrower is responsible for verifying the current physical condition of the laptop and that it is in working order when it is checked out. Please report damage, non-working laptops, and laptops with any objectionable material downloaded on them immediately. Unreported issues will become the responsibility of the current borrower.

The borrower must NEVER leave the laptop unattended. If a borrower must leave for a short time, the laptop may be left with a staff member at the circulation desk with the understanding that the laptop's check-in time remains the same. If an unattended laptop is retrieved by a staff member, the borrower's laptop-borrowing privileges will be suspended.

The laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, the user must comply immediately. Failure to comply may result in loss of computer privileges.

No filter (blocking software) is used on these computers.

Do not duplicate, remove, or install any software from/on the laptop.

## Troubleshooting problems and questions

Borrowers are expected to be self-directed in the use of the laptop. If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance at the reference desk. Library staff may not always be available to provide technical support.

The borrower will be financially responsible for any damage to a laptop if he/she tries to troubleshoot problems and damage occurs.

#### **Disclaimer**

The library is not responsible for damage to any removable drive (e.g. USB drive or CD) or loss of data that may occur due to malfunctioning hardware or software.

***Users wishing to save files they have created must save them externally. All created files will be wiped clean after a session ends.***

The library is not responsible for any computer viruses that may be transferred to or from user storage devices. The library laptop is using current anti-virus software, but it cannot guarantee protection against all viruses. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions.

The library assumes no responsibility for any damage to library users' personal devices, software, files, and/or equipment. Tampering with library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions is prohibited.