

## **CLINTONVILLE PUBLIC LIBRARY**

### **LAPTOP LENDING POLICY**

Date of Board Approval: 15 December 2011

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The Clintonville Public Library makes laptops available to library card holders to assist in their research, networking, document and presentation production needs. Laptops are provided according to availability and are intended for people who require extended computer use beyond what the public internet computers allow. Preference is given to borrowers for student and career needs requiring extended computer use.

#### Policy

1. Laptops are only available for in-library use and by library card holders in good standing who are 18 years old and older
2. Borrowers must present their library card and photo ID to library staff at the time of check-out. The address on the library record must be current. The borrower's photo ID will be held at the main desk until the equipment is returned and inspected.
3. The laptop is loaned in 1 hour increments for up to 4 hours per borrower daily. Laptops may be reserved for up to two weeks in advance using the online form available on the library's web site. On the actual day of lending, those that have not been reserved may be booked on a first come first served basis.
4. Laptops must be returned to the main desk in person at least 15 minutes before closing. Borrowers are advised to wait until the condition of the laptop is verified and the sign out sheet returned with the signature of a library staff member.
5. Printing is available via a wireless connection at the current posted rate for printing and photocopying.
6. Each laptop is equipped with operating software, an internet browser, and a standard suite of Microsoft Office applications. Each laptop has built in Wi-Fi capability. In addition, each laptop comes with a wired mouse and electrical cord. Audio or video files must be played using headphones. Ear buds are available for sale at the main desk.
7. No additional software may be downloaded or installed on the laptops, nor should changes be made to their system configuration.
8. The library shall not have any responsibility or liability for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on the laptops. Borrowers wishing to save files they have created must back them up to disks, USB drives, or personal Internet accounts. All created files will be wiped clean upon the laptop's return.

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9. Very limited technical support is available from library personnel. Borrowers attest that they have basic familiarity and comfort with the laptops and the software they will be using.
10. Any loss or damage of the laptops should be reported immediately. Borrowers should not attempt to troubleshoot problems on the laptops.
11. Under no circumstances should a borrower leave a laptop unattended. The borrower assumes full responsibility for the cost of repair or replacement in the event the laptop is lost, stolen, or damaged.
12. Borrowers must not engage in any illegal activities (e.g. hacking, pirating, downloading illegal materials, etc.) or in any activities inconsistent with the library's Internet Policy. Borrowers attest that they have read and will adhere to the library's policies.
13. Violation of any of the above conditions may result in suspension of laptop borrowing privileges as determined by the Library Director.

#### Related documents:

- Internet Policy
- Laptop Lending Agreement