

Wolcott Public Library

Computer Laptop Check-Out Policy

Introduction

The Wolcott Public Library is pleased to offer laptop computer check-out services to patrons to be used within the library for up to two hours. Patrons will be able to sit anywhere in the library and access the library's wireless network with full access to the Internet, Microsoft Office, and printing capabilities.

Limits and Availability

- Library laptops are for use within library buildings only. Laptops taken outside the building will be considered stolen and the police will be notified.
- An eligible patron may borrow only one laptop at a time.
- Laptop computers are available on a first come, first served basis at the circulation desk. They may not be reserved in advance.
- Patrons may not alter, delete, copy, tamper with any software loaded on the laptop or otherwise change its existing configuration. Patrons may not install software on the laptops.
- The Library is not responsible for damage to an external device (i.e. a flash drive or other external device) or for the loss of data that may occur while the laptop is in use.
- Patrons that owe more than \$5.00 will be denied checkout of a laptop.
- Laptops are not checked out the last hour the library is open.
- Printing is available from laptops. Patrons will be charged 15 cents per printed page for black & white for items printed. Color printing is available for 25 cents per page. Patrons are urged to save their work on their own external memory device. All documents are automatically deleted when the laptop is turned off.
- Audio and video files must be played with headphones.

Checkout Procedure

- Patrons must leave their driver's license, state ID, school ID, or cellphone at the circulation desk at the time of checking out a laptop computer as a deposit. Failure to do so will result in a denial of laptop checkout privileges. **No exceptions.**
- Patrons may not checkout a laptop then loan to another user. Patrons caught engaging in this activity will have their laptop privileges suspended for one month.
- At the time of checkout, a staff member will inspect the laptop to make sure it is intact and running properly.
- The staff member will then checkout the laptop to the patron's library card.
- The checkout period is 2 hours.

Check-in Procedure

- When returning the laptop, the borrower must allow at least 5 minutes for a staff member to check the equipment.
- The staff member will verify that all parts are present (laptop, case, power cord, mouse) and the computer and all accessories are in good working order.

- The laptop will then be checked in from the borrower's account and their driver's license or cellphone will be returned to them.

Renewals

Renewals must be conducted in-person with the laptop in hand and depend on availability, and/or the absence of other users waiting to sign out this equipment.

Replacement and damage fines

The user assumes full financial responsibility for a lost, stolen or damaged laptop. A repair fee will be levied for damaged laptops based on the cost of the repairs plus a processing fee. Any laptop equipment malfunctions should be reported immediately to library staff. Replacement fees for the laptop computer, power cord and adapter, or carrying case will be charged at current cost.

Wolcott Public Library Laptop Borrowing Contract

All library users who wish to borrow any of Wolcott Public Library's laptops must complete, sign and abide by this contract every time they wish to borrow a laptop. Users 12 and younger must have a parent or responsible guardian sign this contract in the presence of a library staff member (and leave their photo identification) each time they borrow a laptop. Users 13-17 who do not have photo identification may also have a parent or responsible guardian sign the contract and leave their photo identification. Photo identification is required for all users 18 and older.

I _____ agree to follow these rules to borrow a laptop computer from the Wolcott Public Library: 1. I will check out the laptop with my own valid Wolcott Public Library card in good standing (less than \$5 in fines and nothing more than 30 days overdue).

2. I am leaving a photo ID as a deposit, understanding it will be returned when I return the laptop in the same condition as when I borrowed it.

3. I will keep the laptop in my immediate possession at all times when it is checked out to me. I will not ask anyone else to guard the laptop for me for any reason. I will never leave the laptop unattended, even for a moment.

4. I will return the laptop by the time told to me by the library staff member lending me the laptop, which will never be later than ½ hour before the library is closing.

5. I understand I will only get my photo identification returned to me after the library staff member has inspected the laptop and made sure it is in the same condition as when I borrowed it. I will reserve time before I need to leave so that this inspection will not be rushed. If there are damages the ID will be photocopied before it is returned so the library can have all my contact information to charge me for the damages.

6. If I fail to return the laptop before the library closes I will pay the cost to replace the laptop, which will exceed \$1,000.

7. I will only use the laptop inside the Library. If I remove the laptop from the library I understand that such action will be considered theft and I will be charged the cost to replace the laptop as well as potentially face additional criminal charges. I understand where in the library I can take the laptop and will not take it anywhere else. (If unsure, ask before signing this contract).

8. I have visually inspected the laptop and brought any damages to the attention of the staff person checking it out to me. I will return it in the same condition as it is now as I borrow it. I will pay whatever it costs the Wolcott Public Library to repair any damage that happens to the laptop while it is checked out to me and understand that this cost may exceed \$1,000 and will be charged to my library account.

9. I understand that any documents saved on the laptop will be lost immediately upon the restarting of the laptop. I will protect anything I wish to keep by saving to a USB device I provide, or emailing it.

10. I understand that I must keep all food and drink away from the laptop.

11. I understand that the Wolcott Public Library is not responsible for any damage incurred to hardware, software, or data while a borrower is using the laptop. Users should have up to date anti-virus software on their device before using the laptop.

12. I will not duplicate, remove, or install any software from/on the laptop.

13. I understand that the internet may be accessed via a borrowed laptop and borrowers should be aware that the internet contains material of a controversial nature. Users are reminded that it is their responsibility for what access points are reached. Parents of minor children must assume responsibility for their children's use of the internet through the Wolcott Public Library borrowed laptop.

14. I understand that I will follow all Wolcott Public Library policies, and state and federal laws while using the laptop, including laws and policies regarding obscenity, and copyright. I understand that any violation of the policies and/or laws may result in Library privileges being suspended or revoked and if necessary legal action.

15. I understand that failure to comply with the Library's established rules, regulations, and policies could result in my removal from the premises and expulsion from the Library for a period of one day to one year, or in my arrest or prosecution. Violations could also result in the restriction and/or termination of my Library privileges, including my use of Library computers and other equipment. I further understand that expulsion for more than one week may be appealed in writing to the Library Director.

(name)

(date)

Wolcott Public Library Board of Trustees

Date Adopted: May 16, 2018