

Laptop Lending Policy

The Poplar Creek Public Library District, (PCPLD) at its discretion, will make laptop computers and peripherals 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 of Library property.** All applicable laws will apply.

ELIGIBILITY: The borrower must be *13 years of age or older and present either a valid Poplar Creek Library Card with a photo on record or a valid library card with PCPLD reciprocal borrowing privileges with a photo on record. Credit cards are not accepted as identification.

*Patrons between the ages of 13-17 are only allowed to borrow PCPLD laptops that contain filtering software.

LOAN PERIOD/AVAILABILITY

- Laptops are available on a first-come, first-served basis and cannot be reserved
- Laptops are checked out from the assigned service desks for 2 hours
- Laptops may be renewed one time for two additional hours
- Laptop lending will end one hour before daily scheduled closing hour and must be returned to the assigned service desks in person 15 minutes before closing
- A borrower is limited to one laptop per day for a maximum of 4 hours
- Wireless printing is available at www.poplarcreeklibrary.org homepage using wireless printing icon

LIMITATIONS

- The borrower must not leave the laptop unattended. An unattended laptop may be retrieved by staff and the borrower's laptop borrowing privileges will be suspended
- The borrower agrees to adhere to all existing Library Policies, including Internet Use Policy
- The laptops may not be used to engage in illegal activities
- Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and built in Wi-Fi. No additional software may be installed or downloaded
- Audio or video files must be played with headphones/ear buds
- Library staff is available to provide limited technical support
- A borrower's files will be automatically erased from the laptop when shut down. Borrowers wanting to preserve their files should save them to their own device

DISCLAIMER

- The Library assumes no responsibility for any damage to borrower's 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.
- The Library is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software. The Library is not responsible for any computer viruses that may be transferred to or from user storage devices.
- The Library does not assume responsibility for lost or corrupted files for any reason

Approved by Poplar Creek Public Library Board of Trustees: January 19, 2017

Poplar Creek Public Library: Laptop Lending Agreement

Laptops with peripherals may be checked out to eligible, valid library card holders with a photo ID on record for 2 hours. **Laptops may NOT be taken out of the Library.** Laptops are available on a first come, first serve basis and may not be reserved in advance.

Late Fees and Liability: The borrower is financially liable if the laptop is lost, stolen, or damaged. Fines and fees for laptops will be processed the same as fines and fees for other library materials.

Laptop/Peripherals (charging cord/mouse) late return fines	15 minute grace period/\$2.00 per 15 minutes late beyond grace period
Lost/damaged peripherals (charging cord and/or mouse)	Replacement cost--Charging cord: \$50.00 Replacement cost--mouse: \$10.00
Damaged/Lost/Stolen laptop (If laptop was stolen the borrower is responsible for submitting a police report)	Replacement cost of \$600 + \$20 processing fee

By signing this agreement, the undersigned certifies that I have read and understand the laptop lending policy and agreement and agree to abide by the stated terms and conditions.

- The equipment will be returned to the **Service Desk from which it was borrowed** by the designated time.
- When a laptop is checked out, the individual doing so assumes financial responsibility for that property.
- Any computer malfunctions or damage will be reported to Library staff at the time the laptop is returned.

PRINT Name: _____

Signature of applicant: _____

Date: _____