

Itasca Community Library Laptop Lending Policy

Purpose

The Itasca Community Library makes laptops available to library card holders to assist in research, networking, recreational use, and document or presentation production needs. Laptops are provided according to availability.

In-Library Use

The following rules and regulations apply:

1. Laptops may be borrowed by library card holders, both residents and non-residents, in good standing (i.e. users with fines of \$10.00 and over are blocked).
 - a. Photo identification in addition to a library card will be required.
 - b. For borrowers ages of 12 through 17, a one-time co-signature of a parent or guardian will be required. This release will be kept on file in the Library.
2. The loan period for in-library use is all day with no limitations. All laptops must be returned to the Check Out desk before the library closes.
3. In-library use laptops will be checked out on a first come, first served basis.
4. Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and are Wi-Fi enabled. No additional software may be installed or downloaded. Use within the library does not require an access code. In addition, each laptop comes equipped with a wired mouse and electrical cord, for which the user is responsible.
5. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users wishing to save files they have created must back them up to disks, USB sticks, or personal internet-based accounts. All created files will be wiped clean after a session ends by software that is in use on the laptop.
6. The user assumes full responsibility for the cost of repair or replacement in the event that the laptop is lost, stolen, or damaged. The library will assess laptop issues and charge the user accordingly.
7. The library's *Computer and Equipment* and *Internet Use and Safety* policies apply to laptop use. Users attest that they have read and will adhere to the policies.

Home Use

The following rules and regulations apply:

1. Laptops may be borrowed by Itasca card holders ages 12 and up in good standing (i.e. users with fines of \$10.00 and over are blocked). If the laptop is to leave the building:
 - a. Photo identification in addition to a library card will be required.
 - b. For borrowers ages of 12 through 17, a one-time co-signature of a parent or guardian will be required. This release will be kept on file in the Library.
2. The loan period is seven days for home use.
3. Laptops designated for home use may be reserved in advance. On the actual day of lending, those that have not been reserved may be checked out on a first come first served basis.
4. Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and are Wi-Fi enabled. No additional software may be installed or downloaded. Use within the library does not require an access code. In addition, each laptop comes equipped with a wired mouse, electrical cord, and carrying case for which the user is responsible.
5. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users wishing to save files they have created must back them up to disks, USB sticks, or personal internet-based accounts. All created files will be wiped clean after a session ends (powered off) by software that is in use on the laptop.
6. Laptops may only be renewed in person at the Library's Check Out Desk and as long as no other patron is waiting for a device.
7. Laptops must be returned in person. Borrowers are advised to wait until the laptop is checked in to ensure no issues.
8. Fines for unreturned home use laptops are \$10.00 per day, not counting days the library is closed. An "on-time" return is defined as a laptop that is returned prior to closing on the seventh day of check out.
9. The user assumes full responsibility for the cost of repair or replacement in the event that the laptop is lost, stolen, or damaged. The library will assess laptop issues and reserves the right to consult with its IT Consultant in order to charge the user accordingly.
10. Users who have on three separate occasions returned a laptop late or have returned a damaged laptop may lose laptop borrowing privileges for a period of time. The library reserves the right to evaluate each situation and determine an appropriate time period based on the circumstances.
11. The library's *Computer and Equipment* policy applies to laptop use. Users attest that they have read and will adhere to the policy.
12. Co-signers for users ages 12 through 17 accept the same level of responsibility as the user.

Itasca Community Library Laptop Lending Agreement for Home Use

I have read and understand the Itasca Community Library Laptop Lending Policy and Computer and Equipment Policy and agree to adhere to the terms and conditions contained therein.

Print Name (First & Last)

Library Card
Number

Additional Identification
Provided

Address

City

Zip Code

Telephone

E-mail Address

User Signature

Staff Signature

Co-signer Signature (for users ages 12-17 years old)

Approved 2/16/2021