



## Laptop Checkout Policy

### Lending Eligibility

- Laptops are available for checkout for patrons who are age 18 or older for in-library use only.
- Patrons must have a library card in good standing (fines under \$20.00) and their account must be active for at least 30 days.
- Patrons must show a current Photo ID in order to checkout a laptop.
- Patrons must use their own library card to login to the laptops. We will not issue temporary computer passes for the laptop checkouts.

### Condition and Use

- Laptops can be checked out for a two-hour period. Laptops are available on a first-come, first-served basis, and may not be reserved.
- Laptop checkout is for the patron's own use and not to be loaned to another person.
- The laptop should not be left unattended. Bring the laptop back to staff at the Circulation Desk, if you need to walk away from the laptop.
- Patron must sign the library's [Laptop Loan Agreement Form](#).
- Laptops are to be returned 30 minutes before closing even if this is less than two hours. Laptops are to be left powered on to allow for inspection.
- Patrons agree to abide by the library's [Computer and Internet Use Policy](#).
- Audio or video files must be played with headphones/earbuds supplied by the patron or with earbuds purchased at the Circulation Desk.
- Printing is available from library laptops; \$0.10 black/white, \$0.25 color.
- Patrons may not install software or apps onto the laptops.
- Patrons may not alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration. Patrons should use a flash drive, email attachment, or the Cloud (web storage) to save their work. Any documents/files saved on the laptop will be lost immediately upon restarting.
- Laptops are for **in-library use only** and are not permitted outside the library building. Laptops removed from library premises will be considered stolen, and law enforcement will be contacted.

### Fees and Liability

- The patron bears responsibility and assumes liability for damage to the laptop and accessories due to neglect, abuse or loss while borrowed. Patrons will be billed for repair or replacement

costs and may lose library privileges for any damaged, lost, or stolen laptops and accessories as determined by the Library Board.

- Replacement cost for a laptop computer is \$650.
- Patrons must report problems with laptop hardware or software immediately. Troubleshooting may be performed by Library Staff only.
- Failure to abide by this policy may be cause for denial of future use of the equipment.
- Belleville Public Library is not responsible for damage to any removable drive or media (i.e. flash drive, CD, SD card) or loss of data that may occur due to malfunctioning hardware or software.

*Adopted 4-10-2019*