

River Falls Public Library

Laptop Checkout Policy

Approved: 9/8/2008, Updated: 10/7/2019

Overview

The River Falls Public Library has laptops for use in the library.

Limits & Availability

- The laptops are for use only in the River Falls Public Library and cannot be removed from the building. If a laptop is taken out of the library, the River Falls Police Department will be notified and the borrower may be denied future borrowing privileges.
- Laptops will be available on a first-come, first-serve basis. They cannot be reserved ahead of time.
- An eligible patron is allowed to borrow one laptop at a time.
- Borrowers may not install software on the machines.
- Borrowers may not alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration.
- Printing is not available directly from laptops. Patrons may use the Library Computer Lab to print or the library's online printing service.
- Audio or video files must be played with headphones.

Checkout Procedure

- A patron borrowing a laptop should read and agree to abide by the River Falls Public Library Laptop Checkout Policy and the River Falls Public Library Internet and Computer Use Policy.
- The laptop will be checked out to the borrower's valid MORE library card.
- A borrower must sign the **Laptop Checkout Agreement Form and the Checklist** before he/she can take a laptop away from the Reference Desk.
- At the time of checkout, the laptop will be inspected by a staff member to make sure it is intact and functioning properly.
- All files will be erased after the computer is returned.
- All checked-out laptops must be returned to the Reference Desk a half-hour before the library closes.

Check-in Procedure

- Borrowers must return the laptop to the Reference Desk staff. A laptop should not be left unattended at the Reference Desk.
- A staff member will verify that all parts are present and that the computer and all accessories are in good working order.
- The laptop will be booted up and checked for functionality upon return.
- The borrower will sign and date the checklist to complete the transaction.
- The laptop will then be checked in from the borrower's library account.

Fines & Liability

- Unreturned laptops will be considered stolen or lost. The River Falls Police Department will be notified and an investigation may be initiated.
- The borrower is responsible for making sure that the laptop is in working order and without physical damage when it is checked out.
- Under no circumstances should a borrower leave the laptop unattended. The library will not be responsible for a lost or stolen laptop even when it is used in the library.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the laptop computer or its associated peripheral equipment during the period it is checked out or its replacement costs should it be lost or stolen.

Troubleshooting Problems & Questions

- If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance at the Reference Desk.

Disclaimer

- The River Falls Public Library is not responsible for damage to any removable drive (i.e. floppy, CD or flash drive) or loss of data that may occur due to malfunctioning hardware or software.