

River Falls Public Library

Laptop Check-Out Policy

Date Approved: 9/8/2008, Revised 11/3/2008, Revised 11/2/2009

Approved by: **River Falls Public Library Board of Trustees**

OVERVIEW

The River Falls Public Library is pleased to offer a laptop computer checkout service. Laptops are available for checkout at the Reference desk.

LIMITS AND AVAILABILITY

- The laptop computers can only be checked out by patrons with a MORE library card and a current ID.
- 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 will be denied future borrowing privileges.
- Patrons who have fines over \$10.00 are ineligible to use this service.
- 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.
- Laptops will not be checked out when there is less than one hour of time before the Library closes.
- 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 from laptops. Patrons may use Library Computer Lab computers to print.
- Audio or video files must be played with a headphone.

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.
- A patron borrowing a laptop is required to present a valid MORE library card and picture ID. There are no exceptions to this policy unless approved by the Library Director.
- A borrower is required to leave his/her ID card at the Reference Desk when checking out a laptop.
- 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.
- A borrower will be cautioned to save his/her files in his/her flash or jump drives, CD-R, CD-RW, DVD-R, DVD-RW or to send them via an email attachment. All files will be erased after the computer is returned.
- The laptop will be checked out to the borrower's MORE library account.

LOAN PERIOD AND RENEWALS

- The checkout period for each laptop is up to four hours. All checked-out laptops must be returned to the Reference Desk a half-hour before the library closes.
- A checked-out laptop can be renewed for another two hours, given that no other eligible patrons are waiting to check out a laptop. Time may be extended at the discretion of the reference staff.
- The borrower must return the laptop along with accessories to the reference desk at the end of the checkout period to renew the checkout.

CHECK-IN PROCEDURE

- When returning, the borrower should allow at least five minutes for a staff member to check the equipment.
- 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 AND LIABILITY

- A patron's privilege to check out a laptop may be removed for one month if the patron fails to return loaned equipment by the due time on more than two occasions or leaves before the check-in procedure is complete.
- Laptops not returned by library closing time will be considered stolen. 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 AND QUESTIONS

- If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance at the Reference Desk.
- The borrower will be fiscally responsible for any damage to a laptop if he/she tries to troubleshoot problems.

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.