

## **Laptop Lending Policy**

**Purpose**--The Worth Public Library District makes laptops available for in-library use to library card holders to facilitate improving their computer use skills and to assist in their research, networking, and document production needs.

**The following rules and regulations apply:**

1. Laptops may be borrowed by adult (eighteen [18] years of age or older) Worth Public Library card holders.
2. Borrower's card must be in good standing with no fees or fines in excess of \$5.00.
3. Laptops are provided on a first-come, first served basis according to availability.
4. The Library has preference for use of the laptops should they be needed for a library-sponsored class or meeting.
5. Laptops may not be reserved.
6. Laptops may be used inside the Library only. Removal of laptops from the library will be considered theft and will be prosecuted.
7. Laptops shall not be taken into washrooms at any time for any reason.
8. Borrowers may use a laptop once per day until the battery is depleted; additional time will not be extended by borrowing another laptop.
9. 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, nor may changes be made to their system configuration.
10. The library does not provide computer mice nor charging cords for the laptops; borrowers may not attach their own mice, charging cords, or peripheral devices such as printers or scanners.
11. Borrowers who require audio while using a laptop must use earphones or earbuds. Volume must be moderated such that it does not disturb other patrons or staff members. Ear buds may be purchased at the Circulation Desk.
12. The library does not assume responsibility or liability 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.

13. Under no circumstances should a borrower leave a laptop unattended. The user assumes full responsibility for the cost of repair or replacement in the event that the laptop is lost, stolen, or damaged. (Laptop replacement may be in excess of \$1,500.00.)
- Laptops may be left at the Circulation Desk for very brief periods of time.
  - A laptop that is left unattended will be collected by a staff member.
    - On the first occurrence, the borrower will forfeit use of the laptop for the remainder of the day.
    - For each subsequent occurrence by the same borrower, he/she will forfeit use of the laptop for a period of 30 days.
14. No food or drink are permitted in the library.
15. Laptops must be returned to the Circulation Desk at least 1 hour before the library closes.
- Library hours are Monday through Thursday 9 a.m. - 9 p.m.  
Friday and Saturday 9 a.m. - 5 p.m.
16. Borrowers must present their library card and photo ID to library staff at the time of check-out. The address on the library record must be current. The borrower's photo ID will be held at the Circulation Desk until the equipment is returned
17. The library shall not have any responsibility or liability for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on laptops.
18. Borrowers must not engage in any illegal activities (e.g. hacking, pirating downloading illegal materials, etc.) or in any activities inconsistent with the library's Computer Use and Wireless Use Policies. Users attest that they have read and will adhere to the policies.
- Patrons must use the laptops responsibly, respecting the rights of others. Patrons waiting to use a laptop shall not harass or otherwise intimidate a current user. Patrons in violation of this rule will have their privilege to use the Library's public access laptops suspended for a period of one month. Public access laptop privileges may be suspended for longer than one month for repeated violations.
  - The Worth Public Library is committed to providing an environment free from sexual harassment. Patrons may not display any materials that may be objectionable to others. Patrons in violation of this rule will have their privilege to use the Library's public access workstations suspended for a period of one month. Public access laptop privileges may be suspended for longer than one month for repeated violations.
19. Printing is not currently available.

20. Technical support is not available through library personnel. Borrowers attest that they have basic familiarity and comfort with the laptops and the software provided.

21. Borrowers utilizing the library's laptops agree to comply with all provisions of the current Worth Public Library District Internet Policy, Wi-Fi, Computer Use, and Laptop Lending Policies and will be asked to sign an agreement acknowledging such agreement.

22. Suspension of computer privileges may be appealed to the Administrative Librarian. If the Administrative Librarian upholds the suspension, the suspension may be appealed in writing to the address below. A hearing on the suspension will be conducted at the first Library Board meeting following the date when the written appeal is received.

Worth Public Library Board of Trustees  
Worth Public Library  
6917 West 111th Street  
Worth, IL 60482

Approved: August 9, 2011  
Revised: August 14, 2012

Karen Miller  
President, Board of Trustees