

Stickney-Forest View Public Library District

Laptop Lending Policy

Purpose

The Stickney-Forest View Public Library District 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 Stickney-Forest View Public Library District card holders in good standing (i.e. users with fines of \$5.00 and over are blocked).
2. The loan period for in-Library use is all day with no limitations. All laptops must be returned to the Front 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 Windows 7 operating software, a standard suite of Microsoft Office products, and built in Wi-Fi. No additional software may be installed or downloaded. Use of Wi-Fi within the library does not require a password or access code. The user is responsible for the laptop, power cord, and carrying case.
5. The library does not assume responsibility for lost or corrupted files for any reason. 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 whenever the computer is shut down 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's Technical Service Department will assess laptop issues and charge the user accordingly.
7. The Library's Public Computer Use policy applies to laptop use. Users attest that they have read and will adhere to the policy.
8. A \$50 fee will be assessed for any laptop returned in soiled or otherwise non-fully-functional condition.

Home Use

The following rules and regulations apply:

1. Laptops may be borrowed by resident library card holders ages 18 and up in good standing (i.e. users with fines of \$5.00 and over are blocked). If the laptop is to leave the building, it must be checked out at the Circulation Desk by the person whose patron account it will go on, and a non-expired photo ID must accompany the Library card.
2. The loan period for home use is three days.
3. Laptops designated for home use are available on a first come, first serve basis.
4. Each laptop is equipped with Windows 7 operating software, a standard suite of Microsoft Office products, and built in Wi-Fi. No additional software may be installed or downloaded. Use of Wi-Fi within the library does not require a password or 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. 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 whenever the computer is shut down by software that is in use on the laptop.
6. Laptops may only be renewed in person at the Library's Front Desk.
7. Laptops must be returned in person at the front desk. Borrowers are advised to wait until the laptop is checked for signs of damage or misuse.
8. Fines for overdue home use laptops are \$15.00 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 third day of check out. Users who have on three separate occasions returned the laptops late will lose Home Use laptop borrowing privileges for a period of six months.
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's Technical Service Department will assess laptop issues and charge the user accordingly.
10. The Library's Public Computer Use policy applies to laptop use. Users attest that they have read and will adhere to the policy.
11. Laptops cannot be returned in any of the three Library book drops. They must be returned at the Front Desk.
12. A \$50 fee will be assessed for any laptop returned in soiled or otherwise non-fully-functional condition.