Laptop and Chromebook Lending Policy

(Adopted November 2013; revised February 2021)

The Stickney-forest View Public Library, at its discretion, will make laptop computers and Chromebooks available for in-library use by Library card holders to assist in research, networking, recreational use, and document or presentation needs. This equipment is provided according to availability. Use of the laptops or Chromebooks indicates agreement to the terms of the Laptop and Chromebook Lending Policy and the Internet Acceptable Use Policy.

Eligibility

Laptops and Chromebooks are available on a first-come, first-served basis. The borrower must be 13 years of age or older and have a valid Library card in good standing (i.e. users with fines of $5.00 or more are blocked). Borrowers between 13 & 17 must have parental permission to check out a laptop or Chromebook. To check out a laptop or Chromebook, the borrower must present one of the following: A) their Library card; B) a school ID; or C) a valid Illinois driver's license or state ID. The Library card or ID will be held at the circulation desk until the borrowed equipment with all pieces in working order is returned to Library staff.

Guidelines

The following rules and regulations apply:

1. Borrowers may check out only one laptop per day.
2. Laptops can be checked out from the circulation desk for 2 hours. The session may be extended if no other patrons are waiting to use a laptop.
3. Laptop lending will end one hour before the Library closes. All laptops must be returned no later than 30 minutes before closing.
4. Laptops must be returned to the circulation desk in person, and must be turned on for inspection purposes. Do not return the laptops to the book drops or leave them on the counter. Borrowers should be prepared for a brief wait while staff verifies that all items have been returned in working condition.
5. A patron's privilege to check out a laptop may be suspended if the patron fails to return loaned equipment on time. Laptops not returned by Library closing time will be considered stolen. The police department will be notified and an investigation may be initiated.
6. Under no circumstances should a borrower leave the laptop unattended -- the Library is not responsible for a lost or stolen laptop once in the borrower's possession.

Equipment

Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and built in Wi-Fi. Use within the Library does not require an access code. No additional software may be installed or downloaded. Audio or video files must be played with headphones. Skype and similar video communications must be done within meeting rooms.

Fines and Liability

Should the laptop be damaged, lost, or stolen during the period it is checked out, the borrower assumes full responsibility and fiscal liability for all costs associated with damage to the laptop or its associated equipment. Current replacement/damage charges include:

Battery	$75.00
RAM	$100.00
Hard Drive	$300.00
CD-RW/DVD Drive	$200.00
AC Adapter/Power Cord	Replacement cost
Damaged Laptop	Repair/Replacement Cost
Lost or Stolen Laptop (if laptop is stolen, the borrower is responsible for submitting a police report to the Library Director	Replacement cost

Usage

The Library's Internet Acceptable Use policy applies to laptop use. The borrower is responsible for verifying the current physical condition of the laptop and that it is in working order when it is checked out. Please report damage, non-working laptops, and laptops with any objectionable material downloaded on them immediately. Unreported issues will become the responsibility of the current borrower.

The borrower must NEVER leave the laptop unattended. If a borrower must leave for a short time, the laptop may be left with a staff member at the circulation desk with the understanding that the laptop's check-in time remains the same. If an unattended laptop is retrieved by a staff member, the borrower's laptop-borrowing privileges will be suspended.

The laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, the user must comply immediately. Failure to comply may result in loss of computer privileges.

Do not duplicate, remove, or install any software from/on the laptop.

Troubleshooting problems and questions

Borrowers are expected to be self-directed in the use of the laptop. If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance from Library staff. Library staff may not always be available to provide technical support. The borrower will be financially responsible for any damage to a laptop if he/she tries to troubleshoot problems and damage occurs.

Disclaimer

The Library is not responsible for damage to any removable drive (e.g. USB drive or CD) or loss of data that may occur due to malfunctioning hardware or software. Users wishing to save files they have created must save them externally. All created files will be wiped clean after a session ends.

The Library is not responsible for any computer viruses that may be transferred to or from user storage devices. Laptops use current anti-virus software, but it cannot guarantee protection against all viruses. The Library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions. The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment.

Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions is prohibited.

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SFVPLD Computer and Equipment Policy

SFVPLD Internet Acceptable Use Policy