

Ellsworth Public Library Laptop Check-Out Policy

Approved: 1/31/2012

The Ellsworth Public Library is pleased to offer a laptop computer checkout service. Laptops are available for checkout at the Circulation Desk.

Limits & Availability

- The laptop computers can only be checked out by patrons 18 and older with a MORE library card and a photo ID.
- The laptops are for use only in the Ellsworth Public Library and cannot be removed from the building.
- Patrons who have fines over \$10.00 or billed items 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.
- 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 available from laptops.
- Audio or video files must be played with a headphone. (Available from staff at the Circulation Desk.)

Checkout Procedure

- A patron borrowing a laptop should read and agrees to abide by the Ellsworth Public Library Laptop Check-out Policy and the Ellsworth Public Library Internet and Computer Use Policy.
- A patron borrowing a laptop is required to present a valid MORE library card and photo 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 circulation desk when checking out a laptop.
- A borrower must sign the **Laptop Check-out Agreement Form** (or have one on file) and the **Checklist Form** before he/she can take a laptop away from the circulation 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 on 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 turned off.
- The laptop will be checked out to the borrower's MORE library account.

Loan Period

- The checkout period for each laptop is 2 hours. All checked-out laptops must be returned to the Circulation Desk a half-hour before the library closes.

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 Circulation Desk staff. A laptop may not be left unattended at the circulation 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.

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 or leaves before the check-in procedure is complete.
- If a laptop is taken out of the library, the Ellsworth Police Department will be notified and an investigation may be initiated. The borrower will be denied future borrowing privileges.
- 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 within 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 Circulation Desk.
- The borrower will be fiscally responsible for any damage to a laptop if he/she tries to troubleshoot problems.

Disclaimer

The Ellsworth 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.