

Sidney Memorial Public Library	Section:
Manual Name: Library Policy Manual	Date Issued:
Section: Laptop Policy	Date Created/Revised: September 2020
<p>Laptop Lending Policy Purpose—The Sidney Memorial Public Library makes laptops available for in-library use to library card holders to facilitate improving their computer skills and to assist in their research, networking, and document production needs. Each laptop is equipped with operating software, an internet browser, and a standard suite of Microsoft Office applications. Each laptop has built in Wi-Fi capability.</p> <p>The following rules and regulations apply:</p> <ul style="list-style-type: none"> • Laptops may be borrowed by adult (eighteen [18] years of age or older) SMPL card holders in good standing. Laptops are provided on a first-come, first served basis according to availability. Laptops may not be reserved. • The Library has preference for use of the laptops should they be needed for a library-sponsored class or meeting. There are no guarantees of laptop availability or a continuous Wi-Fi connection. • Laptops may be used inside the Library only. Removal of laptops from the library will be considered theft and will be prosecuted. • Laptops shall not be taken into washrooms at any time for any reason. • A laptop computer will only be lent for a period of up to 1 hour, or when the battery runs out, whichever comes first. • The library may not have sufficient electrical outlets to allow users to work while plugged in. • Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and built in Wi-Fi. No additional hardware or software may be installed or downloaded, nor may changes be made to their system configuration. • 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. • Borrowers who require audio while using a laptop must use their own earphones or earbuds. Volume must be moderated such that it does not disturb other patrons or staff members. Earbuds are available for purchase at the Circulation Desk. • The library does not assume responsibility or liability for lost or corrupted files for any reason, such as hardware failure or network interruptions. The library is not responsible or liable for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on laptops. Users wishing to save files they have created must back them up to a thumb drive, or personal internet-based accounts. • 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 must be returned to the Circulation Desk at least 30 minutes before the library closes. • Technical support is not available through library personnel. Borrowers attest that they have basic familiarity and comfort with the laptops and the software provided. 	
Approved by Board: 09/08/2020	

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- Laptops may be left at the Circulation Desk for very brief periods of time, if the user needs to use the restroom or leave the library to make a phone call. A laptop that is left unattended will be collected by a staff member. If this occurs, the borrower will forfeit use of the laptop for the remainder of the day.
- Borrowers must present their library card and either their driver's license or other official government-issued photo ID to library staff at the time of check-out. The address on the library record must be current. The borrower's library card and photo identification will be held at the Circulation Desk until the equipment is returned and inspected.
- Borrowers must attest to the fact that they have read and agree to abide by SMPL's Internet Use Policy.
- Sidney Memorial Public Library is committed to providing an environment free from 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. Public access laptop privileges may be suspended for longer periods for repeated violations.
- The user bears responsibility for damage to the computer due to neglect, abuse, loss or physical damage. Replacement cost to repair or replace damaged laptop will be determined according to pricing available at that time. There will be a \$100 flat fee for labor charges that the library will incur if repairs are necessary.
- Printing fees will apply to all laptop printouts and will be the same as printing from the regular internet stations (.25 B&W/ .50 color per page). Fees are payable at the Circulation Desk.
- Any documents saved on the laptop will be lost immediately upon the return of the computer. Patrons are encouraged use cloud storage, e-mail, or a thumb drive to save their documents.
- Suspension of computer privileges may be appealed to the Director. If the Director upholds the suspension, the suspension may be appealed in writing to the Library Board of Trustees. A hearing on the suspension will be conducted at the first Library Board meeting following the date when the written appeal is received.

I have read and agree to abide by Sidney Memorial Public Library's Laptop and Internet policies.

Name: _____

Signature: _____

Date: _____ Time: _____

Staff Member Checking Out: _____

Staff Member Checking In: _____

Approved by Board:
09/08/2020
