

Laptop Loan Procedures/Agreement

Brigham City Library

Updated: 9 February 2015

Overview

The Brigham City Public Library is pleased to offer a laptop computer checkout service. Laptops are available for checkout at the circulation desk for in-library use only.

Limits and Availability

A laptop may only be checked out to adult patrons who have signed the Laptop Loan Agreement on their library cards or to teens from 14-17 whose parent/guardian has signed the Laptop Loan Agreement thereby giving the minor permission to check out a laptop. Parents are responsible for any replacement or maintenance cost incurred by their teen.

The laptop computers can only be checked out by patrons with a valid Brigham City Library card and a current photo ID (state issued driver's license, state ID card or student body card). The photo ID must match the name on your library card.

The laptops are for use only in the Brigham City Library and cannot be removed from the building. If a laptop is taken out of the library, the Brigham City Police Department will be notified and the borrower will be denied future laptop borrowing privileges.

Patrons who have overdue books or fines are ineligible to use this service.

Laptops will be available on a first-come, first-serve basis. If all laptops are checked out patrons may put a laptop on hold, but may not reserve a laptop for a specific time. Patrons should remain in the building and will be notified over the library paging system when a laptop is ready for them. Laptops will be held for 15 minutes before being passed on to the next patron. All laptop holds will be cleared 1 hour prior to closing.

An eligible patron is allowed to borrow one laptop at a time.

Laptops will not be checked out when there is less than one hour of time before the library closes.

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.

Borrowers need to be mindful of other library users. Disruptive behavior on the part of the laptop user may result in the loss of laptop privileges if the problem persists beyond one warning by the librarian.

Wireless printing is available.

Wireless Internet is available.

Files including audio may only be listened to using headphones. Patrons are responsible for supplying their own headphones.

By agreeing to the Laptop Loan Agreement, patrons are also agreeing to the Library's Internet Policy which is posted near the Internet terminals and online.

Library staff has first use of these laptops for programming purposes and may reserve them for library programs. Laptops may not be reserved for non-library programs.

No start-up discs or software from outside the library are permitted.

Checkout Procedure

A patron borrowing a laptop is required to present a valid Brigham City Library card AND government-issued picture ID. Patrons ages 14-18 may use a student body card if they do not have a government-issued picture ID. The patron must leave his/her picture ID at the circulation desk while using the laptop and it is his/her responsibility to pick it up at the desk at the time he/she returns the laptop. There are no exceptions to this agreement unless approved by the Library Director.

Patrons must have previously agreed to and signed the Laptop Loan Agreement, or for patrons ages 14-17 a parent/guardian must have previously agreed to and signed the Laptop Loan Agreement granting their teen permission to check out a laptop. Parents are responsible for any replacement or maintenance cost incurred by their teen.

Patrons must update any address changes with the circulation desk before checking out a laptop.

Borrowers are cautioned to save files to their 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 returned.

The laptop will be checked out to the borrower's Brigham City Library account.

Loan Periods and Renewal

The checkout period for each laptop is two hours.

All checked-out laptops must be returned to the Circulation Desk a half-hour before the library closes.

A checked-out laptop can be renewed for another two hours, given that no other eligible patrons are waiting to check out a laptop. Time may be extended at the discretion of a librarian.

The borrower must return the laptop along with accessories to the circulation desk at the end of the checkout period to renew the checkout.

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 should not be left unattended at the circulation desk or anywhere else in the library.

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 then be checked in from the borrower's library account.

All laptops must be returned to the circulation desk 30 minutes prior to closing.

Any laptops not returned by the time the library closes for the day will be reported as stolen to the Brigham City Police Department.

Fines and 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 on more than two occasions or leaves before the check-in procedure is complete.

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 in the library.

The borrower shall be responsible to return the laptop to the circulation desk at the end of the check-out period. An hourly overdue fine of \$10 will apply to laptops not returned within 30 minutes of the time they are due. Fines shall stop at \$100. There is no grace period when a laptop is returned past its checkout time.

Laptops not returned by library closing time will be considered stolen. The Brigham City Police Department will be notified and an investigation may be initiated.

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.

Lost or damaged fees for laptops will be based on a reasonable assessment of the cost of replacement or repair.

Patrons who have lost or damaged a laptop will be sent two bills by mail to the address they provided the library when they signed up for a library card.

Patrons, who fail to respond to these bills or have moved without providing the library with a new address, shall be referred to Utah Billing & Recovery Services (UBRS) for collection. By signing for a library card patrons are agreeing to pay for any unreturned, lost or damaged library materials checked out on their account or on the account of a juvenile patron for whom they have signed. By signing patrons also agree to pay all court costs and attorney fees associated with the collection of a delinquent account, in addition to UBRS's collection fees up to 50% the total amount due on the delinquent account(s). Accounts are considered to be cleared only after all materials have been returned or paid for and after all outstanding fines have been paid.

Troubleshooting Problems and 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.

Violation of the Laptop Check-out Procedures/Agreement may result in the following:

Termination of laptop privileges, temporary or permanent, at the discretion of the library director.

Disclaimer

The Brigham City Public Library is not responsible for damage to any removable drive (e.g. floppy, CD or flash drive) or loss of data that may occur due to malfunctioning hardware or software. The library is not responsible for any ID which has not been picked up by patrons.

The library has the right to update and change these procedures at any time without notice. It is the responsibility of the user to read and accept the current version of the procedures and review the agreement as necessary.

END OF PROCEDURES/AGREEMENT