

HARVEY PUBLIC LIBRARY DISTRICT LAPTOP USAGE POLICY

GENERAL LAPTOP PROGRAM FACTS

The Harvey Public Library District (“HPLD”) currently has four (4) laptops available for in-house library use only by Harvey residents holding a valid HPLD library card. The Harvey Public Library District’s main goal is to provide technological access to help increase computer resources for use by its residents and to facilitate improving their computer use skills and access, as well as to assist in their research, networking, and document production needs.

All Harvey residents who have a valid HPLD library card in good standing and a valid driver’s license or a current state or government issued photo identification card may borrow laptops in accordance with the requirements of this Policy.

Laptops are available to HPLD residents on a **first-come-first use basis** in accordance with this Policy. **No advance reservations** will be permitted except as otherwise provided in this Policy with respect to a waiting list.

Laptops have the ability to print documents to the Library’s print release station or multifunctional devices.

Laptops have the following programs already installed:

- Edge or Internet Explorer
- Office 2016—Word, Excel and Power Point
- Adobe Acrobat
- Audio, which must be played and utilized only with the use of head phones or headsets.

ELIGIBILITY AND BORROWING PROCEDURES

All laptop users or borrowers **must be at least 18 years of age or older**.

All Harvey residents who wish to use a library laptop must have a valid HPLD library card in good standing and with **no outstanding fees or fines at the time of checking-out a laptop** and any associated peripheral equipment.

All laptop borrowers **must also present a valid driver’s license or a current state or government issued photo identification card at the time of checking-out a laptop** and any associated equipment. The identification card will be held at the Computer Desk until the laptop any associated equipment is return to appropriate library staff. Credit cards, utility bills, social security cards, birth certificates, or other like cards or documents will not be accepted as a form of valid identification for any laptop usage or checkouts.

All Harvey residents who wish to use a library laptop **must first read, understand and agree to the terms, conditions and procedures set forth in this Policy and signing the Harvey Public Library Laptop Agreement appearing at the end of this Policy.**

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All eligible laptop borrowers must pay a **usage fee of \$2.00 for one (1) hour, and a \$4.00 fee for usage for two (2) hours.**

Borrowers who fail to return laptops and any associated equipment or device immediately to the Circulation Desk at the end of their borrowing period will accrue additional charges of \$25.00 for every hour, which will be due and payable immediately.

HPLD reserves the right to determine and approve laptop usage, availability, and eligibility.

It is the laptop borrower's full responsibility and fiscal liability for any and all cost associated with damage to the laptop or its associated peripheral equipment during the duration of period the laptop is checked out by the borrower, and for any and all replacement costs should the laptop be damaged, lost or stolen during the duration of the check-out period. HPLD's IT Department will assess laptop issues and charge the borrower accordingly.

The laptop borrower is responsible for verifying the current physical condition of the laptop as well any associated peripheral equipment issued with the laptop and that the laptop and any equipment is in working when checked out. It is also the responsibility of the borrower to promptly report any damage, non-working laptops or associated equipment and laptops with any objectionable material downloaded on him or her.

Deliberate or reckless mishandling, misuse or defacement of, or damage to, a laptop will not be tolerated and shall result in the loss of future laptop usage privileges.

LAPTOP BORROWING PERIODS

Laptop Usage borrowing (or check-out) times are as follows:

- **Monday, Wednesday –Thursday** **10:00 a.m. –4:00 p.m.**
- **Tuesday** **12:00 a.m. –6:00 p.m.**
- **Friday-Saturday** **12:00 a.m. –3:30 p.m.**
- **Sunday** **No laptop rental available due to library closure.**

LAPTOP USAGE TERMS & CONDITIONS

The following usage terms and conditions apply to all laptop users and usage:

- Laptops can be borrowed only for in-library use by **HPLD residents only**.
- Laptops can be borrowed and used in any combination for a **total of two (2) hours daily-absolutely no extensions** of time will be granted thereafter.
- Laptops are **for in-house library use only**-under no circumstances can any library laptop(s) or associated equipment or device be removed or taken outside of the library facility by any borrower. Removal of any library laptop or associated equipment or device from the library facility will be considered as theft and all applicable laws will apply.

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- If you are unable to log in to the laptop, you must bring the laptop to an appropriate library staff member immediately.
- You must return the laptop and any associated peripheral equipment immediately after your borrowing session is over to make it available for the next user.
- If you are using a library laptop at or near the end of Library hours, the laptop and any associated equipment must be returned at least 30 minutes prior to library closing.
- The DVD/CD will be disabled on the library's laptop. You must use a personal USB device to your work. HPLD is not responsible for any work, data, or other material lost, irrespective of the cause or reason.
- All cookies, files and downloads will be deleted after your session has ended.
- Laptop privileges may be revoked at any time due to deliberate or reckless mishandling, misuse, defacement, or damage of a library laptop or associated equipment or device within the sound discretion of the Library Director.
- Installing, downloading, or modifying software on library laptops or library equipment or devices is strictly prohibited.
- You, as the borrower, are responsible for the library laptop and any associated library equipment or device for the entire duration of your borrowing period. Do not leave laptops unattended at any time during this period. You will be responsible for any library laptop or associated equipment or device that is lost or stolen during your borrowing period. HPLD is not responsible for any lost, stolen, damaged or modified library laptops or associated library equipment or devices during your borrowing period.
- Unattended laptops will be retrieved, if observed by library staff, and your laptop borrowing privileges will be suspended for a period deemed appropriate by the Library Director.
- Return all library laptops and any associated equipment or device immediately at the end of your borrowing period to the Circulation Desk to avoid accrual of additional rental or late charges or cost if the laptop is lost, stolen or damaged because left unattended by you.
- **If a library laptop is lost, stolen or damaged during your borrowing period, you will be billed \$1,000 for replacement, plus a \$25.00 processing fee.**
- If any associated library laptop equipment or other device is lost, stolen or damaged during your borrowing period, you will be responsible for payment of all replacement costs.
- Spamming is strictly prohibited.
- All borrowers must respect copyright laws and licensing agreements.
- Library laptops or any associated equipment or device may not be used to gain unauthorized access to restricted files or networks.

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- Tampering with library laptops, equipment, devices or attempting to modify the operating system in any way or any other software or programming, including without limitation, bypassing security functions, is strictly prohibited.
- Library laptops may not be used to engage in illegal activities or to disturb other patrons and may result in loss of laptop privileges.
- If you need assistance in using the laptop or associated equipment or device, please ask at the Reference Desk or the IT Department.
- If you notice any damage to the laptop or discover that an application is not working, immediately notify appropriate library staff at the desk where you checked out the laptop.
- The Library reserves the right to maintain a waiting list for in-house users.
- HPLD assumes no responsibility for any damage to any of the borrower's personal devices, equipment, files, data, or software

HPLD reserves the right to alter, amend, modify, or otherwise change this policy at any time, with or without advance notice.

APPEAL PROCESS

An individual who has been denied permission to use the Library District's Laptop Program may file an appeal to the Library Director in writing. The Library Director will respond in writing within five (5) business days, or if the Library Director and the individual filing the appeal agree in writing to extend the time for a response, for a period of not more than 5 business days from the original due date. If the individual believes that the Library Director's response is unsatisfactory, he/she may appeal to the Board of Trustees at the Board's next regularly scheduled meeting by submitting a written appeal, together with any and all written documentation in support of the appeal, to the Library Director at least five (5) business days prior to the next regular Board Meeting. The Board of Trustees will review the written appeal and make a determination about the appeal at that regularly scheduled meeting. If the individual is not present at that meeting, he/she will be informed of the Board's decision within five (5) business days of the meeting. The decision of the Library Board of Trustees is final.

The Board aims to resolve all patron issues in a timely manner.

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HARVEY PUBLIC LIBRARY DISTRICT LAPTOP USER AGREEMENT

I DO agree to all terms, conditions and procedures set forth in the HPLD LAPTOP USAGE POLICY, which I have fully read, and all of which I do understand and do agree to.

Signature

Date

***I DO NOT agree to the terms, conditions, and procedures set forth in the HPLD LAPTOP USAGE POLICY.**

Signature

Date

**(non-agreement to these terms and conditions forfeits your use of the Laptop Program and/or any portion thereof).*

Adopted 6/20/17