



## 6.16.4 Laptop Borrowing Policy (Policy Accepted by Resolution LB2021-48, December 14, 2021)

What is needed to borrow a Laptop?

- A laptop may be checked out by a Spanish Public Library card holder, is a permanent resident of Spanish, and be in good standing (no outstanding fines, fees or overdue items) with the library. Photo ID and Proof of current address (if not on photo ID) must be provided.
- The user must sign a **Laptop Borrower's Agreement Form**. Patrons under 18 years of age must have a parent or guardian with them to sign out the laptop.

Loan Period

- A Laptop can be checked out for **14** days
- Laptop's must be handed directly to staff when returned. **DO NOT RETURN IN THE BOOK DROP** as this may result in damage and the borrower paying the full replacement cost of the device.
- Laptops can be renewed if there are no holds or a waiting list for them.

Fines

- Overdue fine for Laptops is **\$20.00** per day.
- If a laptop is more than **5** days overdue, or is returned damaged, the patron will be charged the replacement cost, which will include the cost of the laptop, the carrying case and the cord. The reason for this being that the library may not be able to replace the laptop with the same type.
- If the carrying case and/or cord are not returned, the appropriate replacement fees will be charged.
- Patrons may not register the laptop with a credit card to purchase items. Also, patrons must not register the device with any service, or change the login name on the laptop. Failure to adhere to this policy will result in a non-negotiable **\$50** fine to cover staff time in communicating with the vendor and re-setting the device registration.

Security

- The laptop may not be loaned to anyone else besides the borrower who signs the agreement.
- Please treat the laptop with care, keeping it safe from liquids and from being dropped. Do not attempt to clean the laptop with any chemicals or liquid.
- Tampering with the security features of the laptop is prohibited and may result in suspension of borrowing privileges or payment for damages/replacement. Tampering includes, but is not limited to: hacking, cracking or modifications of any sort.
- If specific software is needed, requests for the installation of software will be reviewed by the librarian on a case-by-case basis.