

Name: In-Library Use of Laptop Computers Policy

Adopted: August 25, 2014 by Franklin Public Library Board of Trustees

Policy:

- FPL Laptop Computers are available to checkout for use in the Library. Laptops must remain inside the Library and may not be taken past the security gates. Leaving the Library building with a Laptop Computer will be considered theft of library property and will be reported to the Franklin Police Department.
- FPL Laptops are available on a first-come, first-served basis for a loan period of up to two hours per day. Laptops may not be reserved or held for patrons. If no one is waiting for a Laptop, the Laptop may be checked out for one additional hour, at the discretion of the Librarian.
- Only MCFLS registered borrowers in good standing, 18 years or older, may borrow FPL Laptops.
- Laptops are checked out at the Circulation Desk. Patrons must present a valid photo ID along with a valid MCFLS library card. The photo ID will be held at the Information Desk until the Laptop is returned. Patrons must sign the FPL's *Laptop Checkout Agreement* with each use, acknowledging financial responsibility for lost, stolen, or damaged equipment.
- FPL Laptops are loaded with Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, and provide access to the Internet through a wireless connection. Patrons adding content to the Laptops during usage must not violate the United States Copyright Law, Title 17 U.S. Code, which prohibits the unauthorized reproductions or distribution of copyrighted materials, except as permitted by the principle of "fair use." Content added by patrons will be erased when the Laptops are returned.
- Headphones are required for use with sound applications. FPL does not provide headphones.
- Patrons must report any problems, damage to, or loss of a Laptop immediately to staff at the Circulation Desk. Patrons must not attempt to troubleshoot or fix any problems or damage.
- Patrons are responsible for complying with the Library's policies on public computer and Internet use, and the Library Code of Conduct.
- Data saved to the Laptop's hard drive will be automatically erased when the computer is booted up. Data may be saved to a flash drive. Flash drives are available for purchase at the Circulation Desk.

- Laptops may not be used in the Reading Garden, restrooms, Children's Activity Room, or anywhere beyond the security gates.
- Patrons must return Laptops to staff at the Circulation Desk at or before the specified due time on the *Laptop Checkout Agreement*, or 30 minutes prior to closing, whichever comes first. Late fees will be charged for Laptops not returned at the specified time at a rate of \$5.00 for every 15 minutes late. There is no grace period. Patrons will not be charged overdue fees if they are at the Circulation Desk on time and need to wait until staff is available.
- Patrons are responsible for damages to Laptops and accessories, and may be charged according to the intent, extent, and severity of the damage, up to a maximum of \$1,000.00. The Library will not accept replacement Laptops or accessories purchased by patrons in lieu of replacement charges.
- Failure to pay any amount owed will be considered an outstanding debt to Franklin Public Library and the amount owed will be added to patron library accounts. Failure to resolve infractions of the *Laptop Checkout Agreement* may result in legal action under Wisconsin Statute 943.61 or local ordinance.
- FPL reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning a Laptop or its accessories.

Laptop Borrowing Agreement for In-Library Use at Franklin Public Library

Name (please print): _____ Library Card #: _____

Current Address: _____

Photo ID Verification: County Cat _____ Other _____ (staff initials)
Received Rules and Procedures for Use: _____ (staff initials)

Check-Out

Laptop Number _____ Includes: _____ Carrying Case/Power cord & USB adapter

Date/Time Checked Out: _____ Return Today by: _____

I understand that I am fully responsible for this borrowed Laptop and any accompanying accessories, and for its safe and timely return to staff at the Library's Information Desk from which it was borrowed. I understand that I am responsible for all applicable charges if the Laptop is damaged, lost, or stolen, or accessories are missing or damaged, or late fees are incurred. I understand that the replacement fees for the Laptop and its accessories may be up to \$500.00. I have read, understand, and agree to the Rules and Procedures of use listed in this agreement and agree to return the Laptop by the time noted. I understand I remain liable for any damage caused to this Laptop and/or its accessories, even after the initial check-in, until such time a thorough inspection can be performed by authorized staff.

Patron Signature _____ Date _____
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Check-In

Laptop Number _____ Time Laptop Returned _____

Returned: _____ Carrying Case/Power cord & USB adapter

Laptop Physical Condition: _____ Satisfactory _____ Problem observed (note below) Staff Initials _____

Late Fines: _____ Applicable Charges will be Assessed _____ Amount: _____

Specify any problem(s) observed by patron or staff:

I understand I remain liable for any damage caused to this Laptop and/or its accessories, even after the initial check-in, until such time a thorough inspection can be performed by authorized staff.

Patron Signature _____ Date _____