

Name: In-Library Use of Laptop Computers Policy

Adopted: August 25, 2014 by Franklin Public Library Board of Trustees; Revised: May 22, 2017

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, with the opportunity to renew for another 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 loan period, at the discretion of the Librarian.
- Only MCFLS registered borrowers in good standing, 18 years or older, may borrow FPL Laptops.
- Patrons are responsible for complying with the Library's policies on public computer and Internet use, and the Library Code of Conduct.
- Patrons must return Laptops to staff at the Information Desk at or before the specified due time, 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 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.

Procedures:

- Laptops are checked out at the Information Desk. Patrons will read policy and a note will be entered into their patron record that they agree to policy. 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.
- 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 use 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 Laptop is 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 Information Desk. Patrons must not attempt to troubleshoot or fix any problems or damage.
- Data may be saved to a flash drive. Flash drives may be purchased at the Circulation Desk.