

Kimberly Public Library Laptop Circulation Policy

Approved February 15, 2021

The Kimberly Public Library has laptops available to circulate. Laptops may be checked out by an established library patron who is at least 18 years of age. A usage agreement shall be signed by the borrower at the time of check out.

Policy Guidelines and Procedures

1. Patrons wishing to check out a laptop must be at least 18 years of age with an established library card in good standing.
2. Borrowers must present their library card or a photo ID (a valid driver's license or current WI State ID) to library staff at the time of check out.
3. The patron shall complete and sign the Kimberly Public Library Laptop Usage Agreement form.
4. Laptops are available for Local Use only. Patrons who wish to borrow a laptop must pick it up at the Kimberly Public Library. Laptops do not travel through the library's delivery system.
5. Laptops circulate for a period of two weeks with no renewals unless special permission is obtained from library director.
6. Laptops must be returned in person to a library staff member at the Kimberly Public Library circulation desk. All items will be evaluated for damage and missing contents at the time of return.
7. A fine of \$1 per day will be assessed to laptops returned past the due date.
8. Laptops are pre-loaded with anti-virus and other protective software that prevents permanent changes or harmful downloads from causing damage to the hard drive. Regardless, patrons are not allowed to install new software onto a laptop or change laptop configurations. In the event that there is a legitimate need to install a basic program or make adjustments for accessibility, please inform a librarian or ask the Library Director for assistance.
9. The security is programmed to reset the computer each time it loses power or is restarted. **Data will be lost when the laptop is shutdown or loses power.** Patrons are responsible for making sure their work is saved. There is no option to save work to the

laptop's hard drive. The best practice is to save to a cloud drive, or it is also acceptable to save to an external drive, such as a flash drive.

10. The library shall bear no responsibility or liability for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on the laptop. All created files will be wiped clean upon the end of usage.
11. The Kimberly Public Library staff do not provide technical support for laptop use. Borrowers are expected to have basic familiarity and comfort with the laptop and the software they will be using independently of library staff assistance.
12. Any loss or damage of the laptop should be reported immediately. Borrowers should not attempt to troubleshoot problems on the laptop.
13. The borrower assumes full responsibility for the cost of repair or replacement in the event the laptop is lost, stolen, or damaged. **Replacement cost is \$710.**
14. Borrowers must not engage in any illegal activities (e.g. hacking, pirating, illegal downloads of copyrighted materials, etc.) or engage in any activities inconsistent with library policies. Evidence of illegal or criminal activity will be reported to law enforcement officials.
15. Violation of any of the above conditions may result in suspension of laptop-borrowing or other library privileges as determined by the Library Director.

Loan Details:

- Age Restriction: Ages 18+
- Limit: 1 per customer account
- Loan Period: 2 weeks, no renewals
- Overdue fine: \$1/day for each day overdue
- Lost Items: Damage or replacement costs for a laptop or accessories will be assessed up to \$710.
- Pick-up and Drop-off Location: In Person at the Kimberly Public Library Customer Service Desk