Laptop and Tablet Loan Policy

MARION Public Library

Scope of Policy			
Scope:	Provisions for borrowing laptop computers and tablets for use in the library	*Effective Date:*	Revised 9/16/2024

General Policy/Purpose

The Marion Public Library provides laptop computers and tablets for patron use. Use of the internet via the library's wireless network is also bound by this policy. The Library is not responsible for any loss or damage to patrons' data or media due to hardware, software, electrical surge or failure, or any other cause while the patron is using library computer equipment.

Provisions

I. Laptop Checkout Guidelines

1. Patrons checking out laptops and tablets must be 18 years of age or older

2. Patron must hold a valid library card in good standing. Patrons holding Quick Cards cannot check out laptops.

3. Laptops and tablets will be available on a first-come, first-served basis. Staff will not take reservations or keep waiting lists for laptops.

4. A mouse and power cord may be available for use with laptops and are available at the Reference Desk on a first-come, first-served basis. Patrons are welcome to use their own accessories.

II. In-Library Usage Guidelines

1. Library-loaned laptop computers and tablets may only be used in the library for a period of up to two (2) hours. Additional time may be granted by staff based on availability.

2. Laptops and tablets may not be removed from the building. Removal of a device from the library constitutes theft.

3. Patrons are responsible for the safe return of the device or any damage while it is checked out to them. This may include drinks or food spilled on the device, damage due to drops, or other preventable damage.

4. Laptops and tablets should not be left unattended under any circumstances.

5. Patrons should be aware that wireless connections in the library are not secure. They should take appropriate precautions with personal information while using library computers.

6. Earbuds or headphones must be used if the computer's speakers are turned on. The library has earbuds available for purchase at the Information and Reference Desks.

7. Fully charged laptops and tablets typically have several hours of battery life. The Library cannot guarantee the device will be usable for the full two-hour checkout period. It is the user's responsibility to save data in the case of battery failure.

8. The Library reserves the right to restrict or terminate use privileges of any patron who is misusing or abusing library equipment or not acting in accordance with library policy.

9. Patrons who use library laptops and tablets agree to abide by the library's Internet Policy.

III. Laptop Check In, Damage, and Theft Guidelines
1. Laptops and tablets must be returned to their respective kiosks and be checked in before the patron leaves the library.

2. If a laptop or tablet is damaged or stolen, the patron is responsible for the replacement cost, including setup charges ($1,000).

3. Documents saved to the hard drives of library devices will be automatically deleted when returned to the kiosk. It is the responsibility of the user to provide a data storage method compatible with the device.

IV. Laptop Software & Staff Assistance
1. The laptops and tablets are equipped with software that restores the device to its initial state when restarted.

2. Software available on the laptops includes popular browsers and the Microsoft Office suite (Word, Excel, PowerPoint). Anything downloaded to the library's computers will be automatically deleted after a patron logs off.

3. If time permits, library staff may assist users. Library staff is trained to assist with library equipment and resources, but might not be able to help with personal devices. The library does not accept liability for patron equipment.