

LAPTOP CIRCULATION POLICY / PROCEDURE

The Beloit Public Library provides patrons (age 18 and older) with the opportunity to check out a laptop.

Eligibility for Use

- Use of a Library laptop is offered to valid SHARE Library Card holders, subject to availability. Guests visiting the Beloit Public Library are also eligible to use a Library laptop, provided they leave a valid government issued photo ID with staff.
- A laptop will not be checked out if there is less than one hour before the library closes.
- The borrower is responsible for making sure that the laptop is in working order and without physical damage when it is checked out and returned.
- The laptop must be returned to a staff member at any Service Desk.
- Upon return to a Service Desk, a staff member will verify that all parts are present and are in good working order.

Limits and Availability

- The laptop is for use at the Beloit Public Library only and cannot be removed from the building. If a laptop is taken out of the library, the Beloit Police Department will be notified and the laptop will be considered stolen.
- Borrowers may not install software on the machines.
- Borrowers may not alter, delete, or copy any software loaded on the laptop or otherwise change its existing configuration.
- Audio or video files must be played with patron-supplied headphone.
- Patrons must save files on a flash drive or export them via the Internet. All files will be deleted when the computer is shut down or restarted.
- Patrons may not have food and drinks near the laptop.

Fees and Liability

- The library will not be responsible for a lost or stolen laptop, even when it is used in the library.
- It is the borrower's full fiscal responsibility for all costs associated with damage to the laptop computer or its associated peripheral equipment during the period it is checked out, or its replacement costs should it be lost or stolen.

Patron Assistance and Instruction

- If patrons experience problems with laptop hardware or applications or have questions, they should ask staff at the Service Desks or in the computer room.
- The borrower will be fiscally responsible for any damage to a laptop if he/she tries to troubleshoot problems without staff guidance.

Disclaimer

- The Beloit Public Library is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software.

History: Adopted by the Beloit Public Library Board January 19, 2011, Revised April 2014, Revised October 2019