

# **Riverdale Public Library District Laptop Lending Policy**

The library owns 5 HP laptops; equipped with Windows 11 Home Edition, Microsoft Office software, and Wi-Fi capabilities which can be borrowed for in-house use only. Patrons using these laptops must abide by this policy and guidelines established by the Riverdale Public Library District Board of Trustees.

## **Laptop Lending Rules & Guidelines:**

- Laptops are in-house only.
- To borrow a laptop patrons must be a minimum of 18 years old and must present a valid library card and photo ID. A copy of the user's ID will be made and kept at the circulation desk until the laptop is returned and checked.
- Laptops are barcoded and will be checked out to patrons on their library card.
- Laptops cannot be reserved and are available on a first come, first served basis.
- Laptops may be borrowed for 3-hour increments. If there is no demand, more time may be requested.
- Laptops must be returned no later than 30 minutes before closing.
- Accessories (mouse, headphones, charger) will be provided if needed.
- Laptop use is not transferable.
- Patrons are responsible for the laptop while it is checked out to them.
- Patrons must not leave the laptop unattended. If a laptop which has been checked out to a patron is found by a library staff member unattended this may result in the suspension of patron's laptop borrowing privileges.
- Laptops may not be removed from the library. Removing a laptop from the library will be considered theft and the borrower could face criminal charges and/or cost for repairs/replacement.
- Patrons must return the laptop in the same working condition as it was checked out to them.
- Patrons should not attempt to troubleshoot any problems which may occur during the use of the laptop.
- No additional software may be downloaded/installed or changes made to the system configurations.
- Any attempts to tamper with or bypass security functions is strictly prohibited and will result in the suspension of library laptop borrowing privileges.
- Patrons must not use the laptop for illegal activities such as hacking, pirating, downloading illegal materials, etc. or in any other such activities inconsistent with the Library's Internet & Computer Use Policy.

- All files will be automatically wiped clean from the laptop when it is shut down.
- Patrons desiring to preserve files/data must save them to a USB Flash drive or to a personal email account.
- The Riverdale Public Library District assumes no responsibility for any damage to a patron’s personal devices, software, files, and/or equipment as a result of laptop usage.
- Limited technical support is available from the library staff.

**Replacement/Damage Charges:**

Patrons borrowing a laptop and/or laptop accessories are financially liable if the laptop is damaged, lost, or stolen while in their possession. Borrower should verify the condition of the laptop at the time of check out and upon check in.

Currently replacement/damage charges are:

Damaged Laptop	Repair Cost (up to replacement cost)
Lost/Stolen Laptop	\$600
Lost/Damaged/Stolen Accessories	\$25-\$75

# Laptop Lending Policy Acknowledgement Form

I, (print name) \_\_\_\_\_,  
 acknowledge that I have read the Laptop Lending Policy and agree to adhere and comply with the rules and guidelines stated therein and will accept the responsibility for all costs associated with loss or damage of the laptop while it is in my possession. I understand that the library's wireless network is not secured and I assume all risk for any information I send or receive. I also understand that violation of any of the above policies may result in suspension or revocation of laptop borrowing privileges as determined by the Riverdale Public Library District Library Director or his/her designee. By signing this acknowledgement I agree to all terms aforementioned.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## EMPLOYEE SECTION ONLY

PATRON LC#: \_\_\_\_\_ Laptop # \_\_\_\_\_ Accessory \_\_\_\_\_

Time Checked Out	Hours Reserved	Staff Initials	Time Extension (if requested)	Time Returned	Laptop and Accessories Inspection	Staff Initials