

**Racine Public Library**  
**Laptop Computer Checkout Policy**

**PURPOSE**

The Wisconsin Public Library Standards state that libraries should have appropriate equipment to support access to information in various non-print formats in its collection. In order to meet that standard, the Racine Public Library supplies a limited number of laptop computers for people to use within the library.

The Library's Internet Access Acceptable Use Policy and Printing from Electronic Sources Policy both apply to the use of Library laptops.

The Library Director shall be responsible for developing and implementing procedures governing use of the laptop computers.

## RACINE PUBLIC LIBRARY

### RULES AND REGULATIONS GOVERNING USE OF LAPTOP COMPUTERS

Laptop computers equipped with wireless network and Microsoft Office Suite are available to be checked out at the Racine Public Library Adult Services Desk for use in the library. The following rules and regulations govern the circulation of the laptop computers and should be read and thoroughly understood prior to checking out a laptop.

1. The Library checks out only the laptops and power cords. Earbuds, headphones, external keyboards, external mice, external hard drives, or any other external devices will not be provided; however, ear buds and flash drives may be purchased at the Circulation Desk. Patrons may use any personal device that uses a USB connection.
2. Laptop computers may be checked out by patrons 18 years or older with a valid Racine Public Library card. The library card must be in good standing (no fines or lost charges over \$5.00.)
3. Laptop computers may be checked out for in-library use only. Laptops that are removed from the building will be considered stolen.
4. Laptop computers are not to be left unattended and may not be brought into the restrooms, rather, they should be brought to the Adult Services Desk for safekeeping. Laptops must be returned to the Adult Services Desk prior to leaving the building. A staff member who finds an unattended laptop will return it to the Adult Services Desk and the borrower may lose laptop privileges.
5. Only one laptop may be checked out per card. Parents and guardians may not check out a laptop for the use of a minor child.
6. Laptops will be checked out on a first come, first served basis for a maximum period of three hours a day with the following exceptions:
  - Laptops must be returned no later than 5 minutes before the library closes. Specifically, laptops must be returned no later than 7:55 p.m. Monday – Thursday and no later than 3:55 p.m. on Friday and Saturday, regardless of the time the laptop was checked out.
  - Laptops may be needed for official Library business. Library staff will determine the availability of the laptops.
7. Laptops will not be renewed and cannot be reserved in advance.
8. Patrons returning laptops late will be assessed a fine of \$1.00 per hour with a maximum fee of \$5.00 per incident. Accrued computer fines may prevent check out of any library materials. Fines must be paid at the Library's Circulation desk.
9. Patrons are financially responsible for lost, stolen or damaged laptops. The replacement and repair costs for laptops and accessories are as follows:
  - Laptop replacement cost: \$250
  - Software replacement cost: \$100
  - Power cord replacement cost: \$50
  - Repair costs, whether from negligent, reckless or intentional damage are the responsibility of the patron. Such costs will be determined by the Library Computer Technician, but will not exceed the total replacement cost.

10. Laptops not returned at the end of a session will be considered stolen.
11. Patrons cannot loan a laptop to another person. If a laptop is given or shared with another person, the original borrower is responsible for any loss or damage to the laptop.
12. No software may be downloaded or installed to the laptop hard drive. No attempt to change the installed software or any laptop settings is permitted.
13. If patrons experience problems with laptop hardware or software or have questions, they should ask for assistance from Library staff. Limited technical support may be available; however, it is important to report any problems with the laptop as soon as possible to avoid being held liable for the damage. The borrower will be held responsible for any damage to a laptop from their attempt to troubleshoot a problem.
14. Audio and video files must be listened to with headphones or earbuds.
15. Any information saved on the laptop hard drive is automatically wiped clean after each session. There are a number of ways a patron can save information or documents including saving to a personal USB drive, emailing the document to themselves, or printing the information to one of the Library's networked printers.
16. The Library is not responsible for any objectionable material that may be found on the Internet while using a library laptop.
17. The Racine Public Library is not liable for damages to a patron's personal data, removable media or equipment resulting from information copied from the Internet or laptop. Please be aware when downloading to removable media that software or files downloaded from the Internet or from any unknown computer may contain viruses. Patrons should not assume that the Racine Public Library laptops have adequate virus checking software on them to protect data. The library does not warranty against data loss or damage to personal devices while using a Library laptop.
18. The Library Director reserves the right to restrict, limit or regulate the use of the Library and any Library equipment if these policies are not followed. However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough.

*Approved by the library board January 16, 2014; amended January 18, 2018.*