

Oak Park Public Library

Laptop Circulation Policy (Approved by Library Board of Trustees on Feb 21, 2023)

Laptop computers are available for checkout from the circulation desk on a first come, first served basis, and are available for use in conjunction with the Library's wireless network.

Eligibility

- Must be 18 years of age.
- Present a valid Michigan Driver's License or Michigan State ID.
- Present a valid library card.
- The borrower must read and sign the *Laptop Borrower Agreement* and agree to the *Oak Park Public Library Policies for Internet Use*.

The borrower's identification will be retained at the circulation desk until the laptop is returned, and the laptop will be checked out to the borrower's library account.

Conditions and Liabilities of Laptop Use

Laptops are for in-library use only. Removal of a laptop from the Library building will be considered theft. All applicable laws will apply.

If the borrower has outstanding library fines or charges that prevent them from checking out other library materials, they will not be allowed to check out a laptop.

Only one laptop may be checked out per card. Under no circumstances may a laptop be borrowed by one person for another person to use.

All user files must be saved to a USB drive, cloud account or other method before returning the laptop. The Library does not assume any responsibility for files left on the hard drive. All files are automatically erased when the laptop is shut down.

Borrowers must not tamper with laptop hardware or software, make changes to system configurations, nor install applications.

Borrowers are responsible for loss, theft, or damage to laptops and accessories. Laptops must not be left unattended.

When returning a laptop to the circulation desk, it is the borrower's responsibility to ensure a staff member checks the laptop in and verifies that all equipment is present and in good working order.

Violation of any Oak Park Public Library policies listed above may result in suspension of laptop borrowing privileges as determined by library administration.

Loan Periods and Availability

Laptops may not be reserved. Laptops are available for checkout from opening time to 1 hour before closing. Laptops must be returned to the circulation desk 30 minutes prior to closing.

Fees

- Users will be assessed the replacement cost of **\$500.00** if the laptop is lost, stolen, or damaged.
- Users will be assessed the replacement cost of **\$25.00** if the power adapter is lost, stolen, or damaged.