



Laptop & Tablet Lending Policy

Purpose

In addition to desktop public access computer stations, the DeWitt Community Library also offers laptop and other mobile devices use inside the library. Removal of a library laptop from the facility will be considered theft. All applicable laws will apply.

Eligibility

Laptops/tablets can be used by members of the DeWitt Community Library. If you do not have a library card, you may either sign-up for membership or instead obtain a guest pass and utilize one of the public access desktop stations.

At the time of check-out, patrons must show staff a current photo ID. School IDs, work badges, etc. are considered acceptable forms of photo identification. Exceptions to this rule may only be made at the discretion of the Library Director or Circulation Manager.

Borrowing Guidelines and Availability

Laptops are available for in-house use on a first-come, first-serve basis. They may be checked out at the public service desk for 2-hours with a valid library card. The session may be extended if no other patrons are waiting to use a laptop.

Laptops and any associated accessories (charging cords, wireless mice, etc.) are to be returned 30-minutes before closing. Repeated failure to adhere to this guideline may result in temporary suspension of laptop lending privileges.

Patrons may only check out one laptop at a time.

Audio and video files must be played with headphones while in public areas. The library does not provide headphones or earbuds.

Fines and Liability

The DeWitt Community Library's Internet and Computer Use policy applies to laptop use. By checking out a library-owned laptop, the user acknowledges they will adhere to the policy. This policy is available to the public on the library's website.

By checking out a device, the cardholder is assuming responsibility for lost, stolen, or damaged equipment and understanding the policies for its use. Devices left unattended or given to another person to use remain the responsibility of the borrower.

The library staff reserves the right to terminate a person's use of the library's equipment if the patron is known to have caused problems such as disruptive behavior, abuse of equipment, or habitually turning equipment in late. Any damage to library equipment will be assessed on an individual basis by the Library Director.

The borrower will be held responsible for all applicable replacement costs for device and/or accessories if lost, stolen, or damaged beyond repair. The library does not accept replacement devices or accessories purchased by the borrower. The patron will be barred from borrowing devices or other library materials until the fee(s) have been paid.

Disclaimer

Any data saved on a library laptop may be erased when the device has been returned to the public service desk, and the library is not responsible for any information left on a device by the user. Users using their own 3rd party app vendor accounts are responsible for any costs associated with downloading and should not expect anything downloaded to remain on the library device.

The library holds no responsibility for the privacy of data that patrons enter onto devices. The library's wireless network is open.

The library assumes no responsibility for any damage to patrons' personal devices, software, files, and/or equipment. The library is not responsible for loss of data that may occur due to malfunctioning hardware or software.

Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.

Approved by the Library Board of Trustees 10/07/20