



Laptop Lending Policy

Policy Section: Circulation	Policy Number: Circ- 07
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General

The Bradford West Gwillimbury Public Library makes laptops available to library card holders to assist in their research, networking, document and presentation production needs.

Guidelines

About the Service:

1. Each laptop will be equipped with operating software, and a standard suite of Microsoft Office products. Each one also has a built in Wi-Fi modem. No additional software may be installed or downloaded.
2. Each laptop comes equipped with an electrical cord and carrying case.
3. Printing is available wirelessly at the current posted rate.
4. Laptops are provided according to availability on a first-come first-served basis.
5. Laptops are for in-house use only.

Eligibility:

1. You need a valid library card and be in good standing (ie no fines or overdue items), and valid photo ID.
2. You will be asked to complete an agreement form the first time you borrow a laptop and the form will be kept on file at the library.
3. Borrowers under the age of 18 need to have the form signed by their parent or guardian *in person*.

Loan period and conditions:

1. Borrowers must present their library cards. For the purposes of laptop lending, library cards are not transferable. Library card holders must inform the library immediately if their card is lost or stolen. Borrowers may be asked to provide additional identification.
2. Laptops may be borrowed for 2 hours and renewed for an additional 2 hours if no one is waiting.
3. There is a lending limit of one laptop per library card.
4. Renewals may not be reserved in advance and must be made in person at the Borrowers Services Desk.

5. Laptops must be returned in person. Borrowers must wait until the staff at the Borrower Services Desk have checked the laptop.
6. Laptops may not be reserved in advance.
7. All laptops are due 15 minutes before library closing to allow for examination and check-in by library staff.

Cautions:

1. The borrower assumes full responsibility for the cost of repair or replacement in the event that the laptop is lost, stolen or damaged while on loan. In the event that there is a co-signer for borrowers below 18 years, the co-signer accepts the same level of responsibility as the borrower.
2. Police will be called immediately if a laptop is reported lost or stolen.
3. It is the user's responsibility to save files to USB drives, personal email or internet-based accounts. All user created files are deleted when the laptop is shutdown or restarted. Save frequently.
4. The library does not assume responsibility for lost or corrupted files for any reason such as hardware failure, network interruptions or viruses.
5. Users need to have a basic familiarity and comfort level with the hardware and software that they will be using. There is limited technical support at the Information Services Desk and is dependent on the availability of staff.
6. The library's Internet Access and Wireless Access policies apply to laptops. Borrowers must read and accept these policies.

Charges:

1. Fines are \$2.00 per 30 minutes (or part thereof) past time due.
2. Replacement Fee:
 - a. Laptop \$700.00
 - b. Electrical cord (any part) \$35.00
 - c. Laptop case \$35.00

Related documents:

1. Internet Access Use Policy
2. Wireless Use Policy
3. Laptop Lending Agreement
4. Laptop Sign Out Sheet