Library Laptop Lending Policy

Eligibility

- Laptops are available for **in-library use** for:
    - Patrons with a current Lower Macungie Library (LML) or Lehigh Carbon Library Cooperative (LCLC) card, with no outstanding fines over $5.00.
    - Patrons ages 13 and above.

- A current valid driver's license (or government-issued ID) or current student ID is required.
    - The I.D. will be held at the Circulation Desk until the laptop is checked back in by Library staff. **No exceptions.**

- A laptop may only be checked out to adult patrons who have signed the Laptop Loan Agreement or to teens ages 13-17 whose parent/guardian has signed the Laptop Use Agreement thereby giving the minor permission to check out a laptop. Parents are responsible for any replacement or maintenance cost incurred by their teen.

Loan Period and Availability

- Subject to availability, laptops may be checked out from the Circulation Desk for a two-hour session, twice a day. A renewal is permitted after the first two-hour session if no other borrower is waiting for a laptop.

- Laptop checkouts will end one hour before the Library closes. The laptop must be returned 30 minutes before closing.

- Laptops are available on a first-come, first-served basis and cannot be reserved.

- Laptop use is not transferable. Borrowers must maintain the laptop in their immediate possession at all times during their loan period.

- Laptops must be returned along with all peripherals immediately upon termination of the loan period. Equipment should not be left on the counter or placed in the book drop.

- When returning the laptop, the borrower must allow at least five minutes for a staff member to check the equipment.

- Laptop borrowers are responsible for complying with the Computer and Internet Use Policy.

Limitations

- Each laptop is equipped with operating software (Windows 10), a standard suite of Microsoft Office products and built in Wi-Fi. No additional software may be installed or downloaded. Use within the library does not require an access code.

- Audio or video files must be played with headphones (headphones not supplied by the library). Headphones may be purchased at the Circulation Desk.

- Wireless printing is available. Borrowers who wish to print from the laptop can use the Mobile Printing link located on the laptop's Desktop in order to print to the library's public printer.

Late Fees and Liability

The borrower is financially liable for any lost, stolen or damaged laptop. Fines and fees for laptops will be processed the same as fines or fees for other library materials.

Description	Fines/Fees
For each hour the laptop is overdue. 10-minute grace period. No maximum fine. Laptops returned more than 10 minutes after the time due will be charged the full $5.00 hourly fee.	$5.00 / hour
Lost or damaged power cord.	Replacement cost (power cord = $40.00) + $20 processing fee
Damaged laptop.	Repair cost (up to replacement cost) + $20 processing fee
Lost or stolen laptop. (If laptop was stolen, the borrower is responsible for submitting a police report to the Executive Director.)	Replacement cost ($1,300) + $20 processing fee

- The laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, the borrower must comply immediately. Failure to comply may result in loss of computer privileges.

Limitations on Laptop Use

- Laptops are for **in-library use only**. Removing a laptop from the library will be considered theft, and the registered borrower could face criminal charges and/or the cost of repairs/replacement.

- The borrower must not leave the laptop unattended. If a borrower must leave for a short time, the laptop may be left with a staff member at the Circulation Desk with the understanding that

the laptop's check-in time will not be changed. If an unattended laptop is retrieved by a staff member, the borrower's laptop borrowing privileges will be suspended.

• Documents or downloads may not be saved to the laptop. Any data you wish to save must be saved to a flash drive or emailed to yourself. Flash drives may be purchased at the Circulation Desk.

• Library staff may not be available to provide technical support.

Disclaimer

• The Library is not responsible for damage to a library user's personal files, equipment (i.e. flash drive) or loss of data that may occur due to malfunctioning hardware or software.

• The Library is not responsible for any computer viruses that may be transferred to or from user storage devices. The library laptop is using current anti-virus software, but cannot guarantee protection against all viruses. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions. Users wishing to save files they have created must do so to a USB drive or personal Internet-based accounts. All created files will be wiped clean after a session ends.

• 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.

To preserve the ability to meet Library needs under changing conditions, the Lower Macungie Library Board reserves the right to modify, augment, delete or revoke any and all policies, practices and statements at any time without notice.

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