

LAPTOP CIRCULATION POLICY

The Beloit Public Library provides patrons (age 18 and older) with the opportunity to check out a laptop .

Eligibility for Use

- Use of a Library laptop is offered to valid ALS Card holders, subject to availability. Guests visiting the Beloit Public Library are also eligible to use a Library laptop.
- A patron borrowing a laptop must read and agree to abide by the Beloit Public Library Laptop Circulation Policy.
- A patron borrowing a laptop is required to leave his/her government issued photo ID at the Service Desk until the laptop is returned and checked. There are no exceptions to this policy unless approved by the Library Director.
- A borrower must sign the Laptop Circulation Agreement before he/she can check out a library laptop.

Limits and Availability

- The laptop is for use in the Beloit Public Library only and cannot be removed from the building. If a laptop is taken out of the library, the Beloit Police Department will be notified and the laptop will be considered stolen.
- Laptop use will be determined on a first-come, first-serve basis. Patrons cannot reserve a laptop in advance.
- The laptop will not be checked out if there is less than one hour before the library closes.
- Borrowers may not install software on the machines.
- Borrowers may not alter, delete, or copy any software loaded on the laptop or otherwise change its existing configuration.
- Audio or video files must be played with a patron-supplied headphone.
- Patrons must save files on a flash drive or export them via the Internet. All files will be deleted when the computer is shut down or restarted.
- Patrons may not have food and drinks near the laptop.

Fees and Liability

- The borrower is responsible for making sure that the laptop is in working order and without physical damage when it is checked out.
- The library will not be responsible for a lost or stolen laptop, even when it is used in the library.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the laptop computer or its associated peripheral equipment during the period it is checked out, or its replacement costs should it be lost or stolen.

Patron Assistance and Instruction

- If patrons experience problems with laptop hardware or applications or have questions, they should ask staff at the Service Desk or in the computer room.
- The borrower will be fiscally responsible for any damage to a laptop if he/she tries to troubleshoot problems.

Disclaimer

- The Beloit Public Library is not responsible for damage to any removable drive (i.e. floppy, CD, or flash drive) or loss of data that may occur due to malfunctioning hardware or software.