

## **GARFIELD COUNTY PUBLIC LIBRARY DISTRICT LAPTOP AND TABLET LOAN POLICY**

**ADULT'S:** Laptop and tablet computers are available for loan to adult patrons (18 or older) in good standing. A full privileges library card must be presented at check out. Adults can checkout laptops and tablets for use by minor's under the age of 11 and are expected to supervise the minor during use.

**MINORS AGE 11 AND UP:** Adults may give permission for minors between the ages of 12 and 17 to check out laptops or tablets. **Permission must be given by the responsible person on the minor's account in person at the library's service desk.** Ability to checkout laptops and tablets will be noted in the minor's library card account.

**LIABILITY:** The user or responsible adult agrees to assume any and all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence, or misuse. The Library will not assume responsibility for lost files due to viruses, hardware failure, and network interruptions.

**AVAILABILITY:** Laptops and tablets are available for loan on a first-come, first-served basis at the Circulation Desk. Holds or advance bookings are not available.

**USE:** Laptops and tablets are loaned for in-library use only and are not to be taken from the library. Laptops and tablets should never be left unattended. All users must abide by the Internet Policy. The library reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing library equipment or not acting in accordance to library policy.

**LOAN PERIOD:** The loan period for laptops and tablets is two (2) hours a day with no renewals. Laptops and tablets are due 15 minutes prior to the Library closing.

**FINES:** An overdue fine of \$10 per hour with a maximum fine of \$100.

**REPLACEMENT AND DAMAGE FINES:** The user or responsible adult assumes full financial responsibility for a lost, stolen, or damaged laptop or tablet. A repair fee will be levied for damaged laptops or tablets based on the cost of the repairs plus a processing fee. Any laptop or tablet equipment malfunctions should be reported immediately to library staff. Replacement fees for the laptop or tablet, power cord and adapter, or carrying case will be charged at current cost.

**RETURNS:** Laptops and tablets must be returned in-person to staff at the Circulation Desk. Users may be required to wait while the computer is checked to ensure all equipment is intact.

**USER FILES:** Documents should be saved to your USB portable storage device (thumb drive) or CD. All user files will be deleted when the laptop or tablet is turned off. USB portable storage devices (thumb drives) are available at the service desk for check out or purchase. Patrons may not save files to the laptop hard drive.

The library reserves the right to update and change this policy at any time without notice.