

Whitehall Public Library Policies

<b>Title</b>	In-House Laptop Circulation
<b>Date Approved</b>	10/8/2014
<b>Amended</b>	
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**Purpose:**

The Whitehall Public Library provides laptop computers for use within the library in addition to desktop computer stations. This allows library users to use a computer and access the internet from anywhere within the library. Laptops must remain inside of the library, and may not be taken out into the lobby, community room or rest room areas.

**Statement of Policy:**

**Eligibility to borrow laptops:**

Library cards

- A customer must be 16 years old or older to borrow a laptop within the library.
- A customer must have his own valid library card from any public library in Allegheny County. A valid library card shall be up to date and show less than \$5 in fines.

Guest Cards

- Guest card users are not eligible to borrow laptops.

**Denying Access:**

Computer access may be denied for a number of reasons:

Late Fees and Lost Items:

- A customer with more than \$5.00 on his library card may not borrow a laptop.

Library Card Expiration:

- A customer with an expired library card will be required to renew his card through standard procedures to borrow a laptop.

Online Registration Temporary Account:

- Laptops may not be borrowed by a user with only an online registration temporary account.

Policy Violation that is deemed unacceptable by the Library

If a patron has violated library policies in a way that would indicate a suspension of computer access, or unacceptable use.

### **Borrower's Agreement**

- Users must fill out a Borrower's Agreement each time they borrow a laptop. Users must consent to the library holding their Pennsylvania ID (or other acceptable photo ID) while borrowing a laptop.
- By signing the Laptop Borrower's Agreement, the patron accepts responsibility for the repair or replacement of the laptop in the event of loss, theft or damage.

### **Session Standards:**

Laptops may not be reserved and will be available on a first-come-first-served basis. Laptops will be loaned for 2 hours per session, with renewals at the discretion of the library.

### **Returning laptops**

Borrowers must return the laptop and all accessories (power cord, battery) to the desk at the end of the loan period. Laptops must be returned by closing, even if that does not allow for a full 2 hour checkout. Staff will check for battery and additional equipment before check in laptop.

Laptops not returned more than two hours after their allotted return time will be considered lost or stolen.

Borrowers will be billed the replacement cost of lost or stolen peripherals: power cord, battery and/or CD/DVD drive.