



Subject: COMPUTER LAPTOP LENDING

Effective: September 17, 2007; Revised October 20, 2014

Policy Objective:

Laptop computers are available for public use within the library. The Library's policy for loaning laptop computers is designed to balance the equitable public use of these resources and the need for practical safeguards to protect these costly assets.

Authority:

Board of Library Trustees Meeting Minute Order September 17, 2007

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned staff. All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Director

Policy & Procedures:

See Attached Regulations

CITY OF GLENDORA
BOARD OF LIBRARY TRUSTEES

POLICY FOR COMPUTER LAPTOP LENDING
Glendora Public Library

General Borrower Requirements:

Borrowers must be 18 years of age or older and have a valid Glendora Public Library account in good standing. Additional identification (i.e. driver's license, passport, etc.) may be required for verification. Qualifying borrowers must sign a Borrower Responsibility Agreement outlining the borrower's responsibilities under the laptop lending program.

Borrowers are fully responsible for knowing and upholding the terms of the Agreement, which will be available for review at the copy services desk. Patrons not upholding Agreement terms will forfeit their laptop borrowing qualification.

Lending Policy:

Laptops are available for in-house use only and are to remain in the library at all times.

Borrowers assume full responsibility for the timely return, condition, and security of the laptop and are fully liable for any loss or damage while it is charged to their account.

Laptops are available on a first-come, first-served basis only.

The daily loan period is limited to 60 minutes with a 15 minute grace period.

The laptops are configured to automatically refresh themselves between uses. Therefore, any work stored on a laptop at the end of a session will be completely erased whenever laptop power is recycled. Patrons are encouraged to save their work periodically to compatible removable media of their choice.

Overdue, Lost, and Damaged Computer Laptop Policy:

Patrons are responsible for returning laptops to the copy services desk when finished or when the loan period has expired.

Patrons are afforded a 15 minute grace period after the 60 minute daily loan period. Fines will be assessed at the end of the grace period.

Laptops not returned within 75 minutes (60 daily loan period + 15 minutes grace period) from the original checkout will immediately be assessed a \$10 overdue fine. Overdue fines will continue to accumulate at a rate of \$10 per hour up to a maximum of \$250 until the laptop is returned.

Laptops not returned by the close of business will be considered "Lost" and a billing notice will be issued for the replacement cost. Replacement cost is \$1,500 with a \$10 processing fee.

Laptops returned with damaged, lost, or missing parts will be assessed and charged accordingly.

Patrons with a laptop billing notice on their account will immediately have all library privileges suspended until the laptop has been returned or payment has been received by the library.

Patron accounts with unsettled laptop billing notices will be turned over to the City Attorney's office for legal processing, after 30 days from the laptop's original due date.

Approved and adopted this 20th day of October, 2014

Ayes: 4

Noes: 0

Absent: 1

City of Glendora Public Library
Board of Library Trustees

Attest: Janet Stone
Janet Stone, Library Director

By: Jennifer Leos
Jennifer Leos, Vice President