

## **LAPTOP COMPUTER CHECKOUT POLICY**

*Prairie-River Library District*

### **Preface**

The Prairie-River Library District is comprised of small-town libraries in Nez Perce, Idaho and Lewis counties and is a partner in the Valnet consortium, sharing resources and technology with libraries in north-central Idaho and south-east Washington. The mission of the Prairie-River Library District is to provide appropriate materials, resources, and staff to meet the informational, educational, and recreational needs of the patron. Toward that end, the staff of the Prairie-River Library District will endeavor to provide prompt, friendly service with courtesy and respect to all.

### **Purpose**

In an effort to increase digital access for area residents, laptop computers are available to borrow from the Prairie-River Library District branches in Craigmont, Culatesac, Kamiah, Kooskia, Lapwai, Nezperce, Peck and Winchester.

### **Laptop Borrowing Guidelines**

Laptops designated for checkout are available to any Prairie-River Library District account holder, 18 years or older, with an account in good standing (i.e. library record is not blocked due to unpaid fees or overdue items).

New card holders must establish a good borrowing record for 3 consecutive months with at least 3 checkouts and on time returns.

The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.

### **Laptop devices:**

- a) Two laptops per branch
- b) Available on a first come, first serve basis
- c) May be checked out for 14 days, and;
- d) May not be renewed.

The borrower is responsible for the costs associated with damage or loss of the laptop and all accessories due to neglect or abuse. The complete replacement cost for the device is the market value cost to replace the laptop and accessories (\$325.00 as of November 2020). Individual accessory replacement fees are as follows:

- a) Case - \$20.00
- b) Wall Plug Charger - \$25.00
- c) Wireless Mouse - \$20.00
- d) Keyboard cover - \$15.00

Laptops must be returned to the Prairie-River Library District branch where it was checked out during regular business hours. Laptops may not be returned in book drops nor may they be returned to other Valnet libraries. Failure to return the laptop to the library by the due date may result in denial of future electronic device borrowing privileges. If devices are not returned in a timely manner, civil and criminal action may be taken. Three (3) late returns for any device checkout will result in borrower being permanently banned from borrowing all devices.

### **Library Responsibility**

The Prairie-River Library District is not responsible for:

- a) Any damage done to the borrower's personal equipment.
- b) Any information accessed or action taken by a user while using a laptop. Laptop users are encouraged to use safe internet practices. Using the laptop to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of laptop borrowing privileges and potentially criminal prosecution.

### **Procedure**

Borrower must present library card and photo identification at the circulation desk.

Borrower will complete and sign a Laptop Computer User Agreement (see attached) each time a device is checked out.

The User Agreement will be kept on file at the loaning branch until the laptop and all accessories are returned in satisfactory condition.

Adoption date: November 24, 2020

Revised: January 26, 2021

**LAPTOP COMPUTER USER AGREEMENT**  
*Prairie-River Library District*

Please fill out the following fields:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Acknowledgement of Laptop Computer Policy & Replacement Cost**

I \_\_\_\_\_ (print full name), understand and I agree that I am responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. If I fail to pay the replacement cost for a lost device, my borrowing privileges at the library will be suspended. If devices are not returned in a timely manner, civil and criminal action may be taken. Failure to return the device to the library by the due date may result in denial of future electronic device borrowing privileges

I understand devices must be returned to the circulation desk during open hours, and should never be returned in the book drop or to another Valnet library. The laptop will be examined to ensure all parts are present and it has not been tampered with. If damage to the device is discovered by library staff, appropriate costs will be added to my account. If the device needs to be replaced, patron will be charged the full replacement cost (as of November 2020, that replacement cost is \$325.00 but this may be subject to change based on pricing from the Laptop Computer vendor).

Due date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recurring checkouts:** To save time and paperwork a patron may review the above information for accuracy. If no changes are required sign and date below to renew acceptance of the Laptop Computer User Agreement.

Due Date	Signature	Date signed

