

Trenton Free Public Library Laptop Borrowing Policy

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To help the community better connect with the digital world, the Trenton Free Public Library offers laptops for checkout and use within the library building.

The Library's laptops may only be used in the Library. Removal of a Library laptop from the Library will be considered theft. All applicable laws will apply.

ELIGIBILITY

- The borrower must be **age 18 and up**.
- The borrower must have a valid driver's license or State ID and a Trenton Free Public Library card in good standing to check out a laptop.
- The driver's license or State ID **will be held at the Circulation Desk** until the laptop is returned to Library staff.
- Note: Credit cards are not accepted as identification.

LOAN PERIOD/AVAILABILITY

- Laptops can be checked out from the Circulation Desk.
- Laptops are available on a first-come, first-served basis.
- The laptop is only for use in the Library for up to 2 hours or 30 minutes before closing, whichever comes first.
- The session may be extended for another hour if no other patrons are waiting to use it. The patron who needs to extend their laptop usage time should see the Reference Desk on the 2nd floor.
- Laptop lending will end one hour before the Library closes. The laptop must be returned 30 minutes before closing.
- Laptops must be returned to the circulation desk in person.

LIMITATIONS

- The charger and charging cord will not be checked out. The laptop will be fully charged before checking out to the patron.
- A computer mouse will be provided to patrons who require it.

- Each laptop is equipped with software similar to that provided on other public access computers at the Trenton Free Public Library. No additional software may be installed or downloaded.
- Each laptop has an embedded webcam which allows patrons to do online meetings.
- Each laptop has the following meeting software installed: Zoom, GoToMeeting, and Microsoft Teams.
- Patrons attending online meetings or playing audio or video files must wear headphones.
- The printing procedure on laptops is similar to any other public access computer. Documents can be printed at the public print release station at the Reference Room on the 2nd floor.
- Any created or downloaded files will be deleted after a session ends. If you wish to save files, you must provide your own memory device or send it to your personal email. The library is not responsible for lost or corrupted files.

FINES AND LIABILITY

The Library's Public Computer Use policy applies to laptop use. Users attest that they have read and will adhere to the policy.

- Under no circumstances should a borrower leave the laptop unattended. 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 or its associated peripheral equipment during the period it is checked out, or its replacement costs should it be damaged, lost or stolen. The Library's IT Department will assess laptop issues and charge the user accordingly. The cost to repair or replace a damaged laptop will be determined according to the pricing available at that time. The cost may exceed \$1,000 and will be charged to the borrower's library account.
- The borrower must return the laptop along with accessories to the circulation desk at the end of the checkout period. A patron's privilege to check out a

laptop may be suspended if the patron fails to return loaned equipment by the time due.

- Laptops not returned by library closing time will be considered stolen. The Police Department will be notified and an investigation may be initiated.
- The borrower is responsible for verifying the current physical condition of the laptop and that it is in working order when it is checked out. Please report damaged, non-working laptops and laptops with any objectionable material downloaded on them immediately.
- The laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, the user must comply immediately. Failure to comply may result in loss of computer privileges.

TROUBLESHOOTING PROBLEMS AND QUESTIONS

- If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance at the Reference Desk on the 2nd floor.
- Library staff may not always be available to provide technical support.

DISCLAIMER

- The Library is not responsible for damage to any removable drive (i.e. CD or flash drive) or loss of data that may occur due to malfunctioning hardware or software.
- The Library is not responsible for any computer viruses that may be transferred to or from user storage devices. The library laptop is using current anti-virus software, but cannot guarantee protection against all viruses.
- The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions.
- Users wishing to save files they have created must back them up to USB drives or personal internet based accounts. All created files will be wiped clean after a session ends by software that is in use on the laptop.
- Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.