



City of Glendora
Library Administrative Policy
No. 3.04

Subject: COMPUTER LAPTOP/TABLET LENDING

Effective: September 17, 2007; Revised October 20, 2014; Revised May 16, 2016;
Revised November 19, 2018

Policy Objective:

Laptop/tablet computers are available for public use within the library. The Library's policy for loaning laptop/tablet 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; Meeting Minute Order October 20, 2014

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 LAPTOP/TABLET 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 and free of any fees or charges. Additional identification (i.e. driver's license, passport, etc.) will be required for verification. Qualifying borrowers must sign a Borrower Responsibility Agreement outlining the borrower's responsibilities under the laptop/tablet 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/tablet borrowing qualification.

Lending Policy:

Laptops/tablets 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/tablet and are fully liable for any loss or damage while it is charged to their account.

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

Overdue, Lost, and Damaged Laptop/Tablet:

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

Laptops/tablets must be returned in the same condition and configuration as they were received.

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/tablets 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/tablet is returned.

Laptops/tablets not returned by the close of business will be considered "Lost" and a billing notice will be issued for the replacement cost. Replacement charge for lost or stolen public use laptop/tablet and the replacement charge for lost items are established by the most recently adopted City of Glendora Master Schedule of Fees for Service (available on the City of Glendora website, at City Hall or the Library).

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

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

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

The Glendora Public Library is not responsible for any loss or damage to patron's data/media due to hardware, software, electrical surge or failure, or any other cause while the laptop/tablet is being used.

The Glendora Public Library reserves the right to restrict or terminate laptop/tablet use privileges of any patron who is misusing/abusing library equipment or not acting in accordance with library policy.

Approved and adopted this 19th day of November, 2018

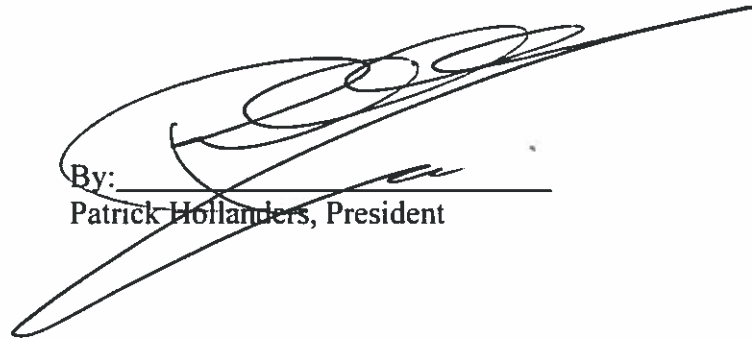
Ayes: 5

Noes: 0

Absent: 0

City of Glendora Public Library
Board of Library Trustees

Attest: 
Janet Stone, Library Director

By: 
Patrick Hollanders, President