

LAPTOP - TABLET CHECK OUT POLICY

For Check Out (In-library Use)

Laptops and tablets are available for check-out while patrons are in the library. HCCPL Computer Policies apply.

- Patrons must present a current Hopkinsville-Christian County Public Library card that is at least thirty (30) days old. Patrons are to be given a copy of the HCCPL Laptop & computer Policy.
- Laptops/tablets may only be checked out by a patron 18 years or older with a library card. The library card must be in good standing with no fines, no outstanding lost library materials, and no other blocks on the card.
- Laptops/tablets may not be left unattended. You must return it to the Circulation Desk if leaving the approved portion of the building. If you are going to be gone for less than 15 minutes, then you may lock the laptop, leave it at the circulation desk, and then return for it to resume your session.
- Laptops/tablets are not to be taken into any of the library public restrooms.
- No software may be downloaded or installed to the laptop/tablet hard drive. No attempt to change the installed software or any laptop/tablet settings is permitted.
- Patrons are financially responsible for lost or stolen laptop/tablets. A lost laptop/tablet fee of \$329 plus a \$25.00 processing fee will be assessed. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron and such costs will be determined by the Library.
- The library provides only the laptop/tablet; no power cords, earphones, external keyboards, external mice, external hard drives, or any other devices will be provided. Patrons may use any personal device that uses a USB connection, including keyboard, mouse, USB flash drives.
- Laptops/tablets may be checked out on a first come, first serve basis. If all laptops are in use, staff will reserve the next available laptop for the waiting patron. The maximum period is two (2) hours with the following exceptions:
 - a. Check out time maybe extended by 30 minutes if there is no one waiting.
 - b. Laptops/tablets must be returned thirty (30) minutes before the library closes. Specifically, laptops are due at the following times:
Monday - Friday by 5:30 pm and Saturday by 3:30 pm.
 - c. Laptops/tablets may not be checked out later than one (1) hour before the library closes.
- Audio and video files must be listened to with headphones, and the sound level cannot be loud enough to be heard outside the headphones.
- All general policies outlined above apply to the use of this equipment.

- Only one laptop/tablet per household may be checked out. If a laptop is given or shared with another patron, the original borrower is responsible for any loss of or damage to the laptop.
- If patrons experience problems with laptop/tablet hardware or applications or have questions, they should ask for assistance from library staff. The borrower will be held responsible for any damage to a laptop/tablet from their attempt to troubleshoot a problem.
- The library is not responsible for any objectionable material that may be found on the Internet while using a Library laptop/tablet. Although Library Internet access is filtered, no filter can block all possible questionable content.
- The library is not liable for damages to patron's personal data, removable media or equipment resulting from information copied from the Internet or laptop/tablet. Information may not be saved to the laptop hard drive under any circumstances. All information is automatically erased when the computer is shut down. All computers will be shut down and wiped when they are checked back in.
- The library does not warranty against data loss or damage to your personal devices while using a Library laptop/tablet, installed software and the library connection to the Internet.
- **Laptops/Tablets may not be used for or to engage in illegal activities or to interfere with or disrupt other patrons, library services, or equipment. No federal, state, or local laws can be violated when using a library computer, per the HCCPL computer policy.**
- Violations of the Laptop/Tablet Checkout Policy may result in the following consequences:
 - a. First offense – Denial of laptop/tablet privileges for one (1) month.
 - b. Second offense – Denial of laptop/tablet privileges for three (3) months.
 - c. Third offense – Permanent denial of all laptop/tablet privileges.
- However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough. Please be advised that complaints of illegal activity or disruptive behavior will result in immediate remote shut down by staff. Reinstatement may be considered after a staff investigation of the complaint.
- All library internet policies apply to the use of this equipment.

For Checkout (External Use)

Laptops ONLY are available for check-out while patrons are in the library. HCCPL Computer Policies apply.

- Patrons must present a current Hopkinsville-Christian County Public Library card that is at least thirty (30) days old. Patrons are to be given a copy of the HCCPL Laptop & computer Policy.

- Laptops/tablets may only be checked out by a patron 18 years or older with a library card. The library card must be in good standing with no fines, no outstanding lost library materials, and no other blocks on the card.
- If the device is not returned with 30 days, it will be considered lost/stolen and a police report will be filed. Theft of a laptop/laptop is a crime and all legal remedies, up to and including, prosecution, will be pursued.
- Patrons are financially responsible for lost or stolen laptop/tablets. A lost laptop/tablet fee of \$329 plus a \$25.00 processing fee will be assessed. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron and such costs will be determined by the Library.
- A \$10 per day late fee, with a maximum of \$80 overdue fee.
- HCCPL provides the laptop power cord and laptop sleeve. Patrons may use any personal device that uses a USB connection, including keyboard, mouse, and USB flash drives.
- Laptop checkout period is 14 days (2 weeks). **This item may not be renewed.**
- The laptop is not to be returned through any of the outside or inside book drop boxes.
- If the laptop is returned late, for non-reserved checkout, there will be \$10 per day late fee, with a maximum overdue fee of \$80; for reserved checkout.
- All general policies outlined above apply to the use of this equipment.
- Only one laptop/tablet per household may be checked out. If a laptop is given or shared with another patron, the original borrower is responsible for any loss of or damage to the laptop.
- If patrons experience problems with laptop/tablet hardware or applications or have questions, they should ask for assistance from library staff. The borrower will be held responsible for any damage to a laptop/tablet from their attempt to troubleshoot a problem.
- The library is not responsible for any objectionable material that may be found on the Internet while using a Library laptop/tablet. Although Library Internet access is filtered, no filter can block all possible questionable content.
- No software may be downloaded or installed to the laptop/tablet hard drive. No attempt to change the installed software or any laptop/tablet settings is permitted.
- The library is not liable for damages to patron's personal data, removable media or equipment resulting from information copied from the Internet or laptop/tablet. Information may not be saved to the laptop hard drive under any circumstances. All information is automatically erased when the computer is shut down. All computers will be shut down and wiped when they are checked back in.
- The library does not warranty against data loss or damage to your personal devices while using a Library laptop/tablet, installed software and the library connection to the Internet.

- **Laptops may not be used for or to engage in illegal activities or to interfere with or disrupt other patrons, library services, or equipment. No federal, state, or local laws can be violated when using a library computer, per the HCCPL computer policy.**
- Violations of the Laptop/Tablet Checkout Policy may result in the following consequences:
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 - b. Second offense – Denial of laptop/tablet privileges for three (3) months.
 - c. Third offense – Permanent denial of all laptop/tablet privileges.
- However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough. Please be advised that complaints of illegal activity or disruptive behavior will result in immediate remote shut down by staff. Reinstatement may be considered after a staff investigation of the complaint.
- All library internet policies apply to the use of this equipment.

Adopted: March 29, 2022