

Vernon District Public Library Device Lending Policy

The Vernon District Public Library is pleased to now offer laptops available for patron checkout. All laptops are Microsoft Surface Go laptops and utilize the Windows 10 operating system. These devices do not currently offer the Microsoft Office Suite. Patrons are encouraged to use personal Google accounts to access Google Drive. The Internet Use Policy, in addition to all other Library policies including the Patron Behavior Code of Conduct , applies to all laptops checked out through the VDPL.

Eligibility:

Individuals must be members of the Vernon District Public Library to be eligible for device lending. Patrons must be in good standing with the library in order to check out devices; meaning the patron's account must be clear of any overdue materials and fines. Patrons must be 18 years or older and complete the Device Lending form to check out a laptop.

Use and Circulation:

- Laptops are available on a first-come, first-served basis. Patrons are not able to place holds on laptops.
- Patrons with overdue materials and/or fines will not be able to check out laptops.
- Files can be saved to the laptop, but they will not be retained once the laptop is returned to the Library. Please save your work frequently to a USB drive, cloud storage, or email your files to yourself. USB drives are available for purchase at the circulation desk.
- Personal software cannot be loaded onto the laptop.
- Only one laptop may be checked out at a time to a single household.
- The maximum loan period is 2 weeks. Laptops must be returned to the Vernon District Public Library circulation desk.
- Please do not return laptops to the book drop. You will be billed for a laptop that is damaged in the book drop.
- Do not leave laptops unattended. You are responsible for a laptop that is stolen while it is checked out to you. Unattended laptops may be retrieved, if observed by library staff, and your laptop borrowing privileges will be suspended.
- If you notice damage to the laptop or if you discover that an application is not working, immediately notify the Library.

Fines and Fees:

- Laptops must be returned to the circulation desk with all accessories (laptop bag, charger, etc.) no later than 6:00pm on the due date to avoid late fines.
- Patrons will be charged \$10.00 for each day the laptop remains overdue. Patrons will not be charged in excess of \$100 in late fines for overdue laptops.
- Patrons will be charged the replacement cost of a laptop that is more than two (2) weeks overdue. The replacement fee will be removed from a patron's account if the laptop is returned within seven (7) days of being issued an invoice, although any late fines and fees for any damage caused would remain.
- Laptops will be considered stolen if the device has been overdue for one (1) month and attempts to contact the patron have gone unanswered. For laptops considered stolen, a police report will be filed.
- Laptops are to be returned to the circulation desk. Patrons will be fined \$5.00 for laptops returned via the book drop in addition to fees for any damage that occurs to the laptop because it was returned in the book drop.

Approved and adopted by the Vernon District Public Library Board of Trustees: 11/7/22