

Hopkins County-Madisonville Public Library

Laptop Lending Policy for Loan and In-Library Use

Adopted: 4/17/2022

The Hopkins County-Madisonville Public Library offers both loan and in-house circulation of laptops to Library patrons holding a Hopkins County-Madisonville Public Library card.

Each laptop is enabled with wireless Internet access and Microsoft Office software.

The Library reserves the right to update and change the policies below without notice. It is the responsibility of the user to read and accept the guidelines in the Laptop Loan Agreement form.

Eligibility

- Hopkins County-Madisonville Public Library Card holders (unexpired).
- Library card is in good standing.
- 18 years of age or older.
- Has current photo ID.

Loan Period and Availability

HCMPL will offer 5 In-Library Use Laptops as well as 5 Laptops for At-Home Loan. DSBL will offer 3 In-Library Use Laptops as well as 3 Laptops for At-Home Loan.

In-Library Use Laptops:

- Available on a first-come, first-served basis with the possibility of reservation.
- Availability is dependent on Library needs/programs.
- Will NOT to be removed from the building for any reason.
- May check out for 2-hour periods, with a possibility of renewal.
- May not be checked out less than 1 hour before close.
- Must be returned 30 minutes prior to close.

At-Home Loan Laptops:

- Available on a first-come, first-served basis with the possibility of reservation.
- Only one (1) laptop per household.
- Loan for thirty (30) days with a 5-day grace period.
- Must be returned to the circulation desk, NOT in the bookdrop.

Late Fees

- If a laptop is not returned within the loan period including the grace period, a replacement fee will be charged. Equipment Included: laptop - \$450.00, power cord - \$20.00, mouse - \$10.00, case - \$20.00.

Checkout Procedure

- Library card and photo ID must be presented at time of checkout.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, mouse, power adapter, instructions.)

Use

- Headphones must be used for any audio/video files for In-Library Use laptops.

Please Note

- No instruction will be provided by Library staff.
- DO NOT leave the laptop unattended. YOU will be responsible for the theft of a laptop left unattended. If you must use the restroom, leave the laptop and included equipment with Library staff member at the Circulation Desk. DO NOT bring the laptop into the bathroom.
- Library assumes NO responsibility for lost or damaged files or media when using the laptop.
- Using the laptop for illegal activity or other activity in violation of the Library's Computer Use policy (see Library website) is prohibited and may result in the loss of Library privileges.
- For personal security, no user files or downloads should be retained on the hard drive. All files will be deleted at the end of the day.