



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | www.eastgreenbushlibrary.org

Laptop Lending Policy

The East Greenbush Community Library will provide laptops for off-premises checkout to resident cardholders with accounts in good standing. Borrowers are subject to the library's Internet Use Policy when using a library laptop, regardless of where the laptop is used. Laptops will be available on a first-come first-served basis

Eligibility

- Laptops are available to adult East Greenbush/Schodack resident cardholders with accounts in good standing. Online cards and MyCards are not accepted.
- One laptop can be checked out per household.
- After checking in a laptop, a borrower must wait at least 24 hours before checking out another laptop.

Patron Responsibilities

- Once a laptop is checked out to a patron, it becomes the responsibility of that patron. The patron is not permitted to change the condition of the laptop and will be financially responsible for the cost of the library fixing it. Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, or theft.
- Any violations of the library's internet use policy may result in the loss of library privileges.
- If any technical problems are encountered, patrons should contact the library immediately and return the device to library Staff.
- The user will not tamper with the laptop (hardware and software), or attempt to open, repair, or modify the laptop in any way.
- A daily overdue fee will be charged for a laptop that is not returned, up to the cost of replacement.
- **Service will be disconnected within 48 hours of a laptop becoming overdue.**
- Patrons are responsible for replacement costs if the laptop or charger are lost, stolen, damaged, or not returned.
- If a laptop is reconfigured or reset by a borrower, a fee will be assessed, to cover the cost of repair or replacement.

Library Responsibilities

- The Library is not responsible for any liability, damages or expense resulting from the use or misuse of the laptop device, connection of the device to networks, or data loss resulting from the use of device and/or connection to the Internet.
- The user acknowledges and accepts all risks associated with the use of the laptop. There is no warranty, express or otherwise.

Borrower Privacy

The Library does not have access to or collect specific usage data. The Library does not provide patron information to third parties.

Adopted June 27, 2020 (COVID temporary policy)

Revised January 6, 2022

Draft Revisions presented to Services Committee for discussion April 4, 2022, (make policy permanent)

Recommended by Service Committee May 5, 2022

Amended by the Library Board, September 20, 2022 (replaces COVID temporary policy)