

Policy 711 / Circulation

Laptop Checkout Policy

The Villa Park Public Library will make laptop computers and peripherals (charging cord and/or mouse) available for patron use inside the library. Removal of a laptop from the library building will be considered theft of library property. All applicable laws will apply.

Eligibility

The patron must be a Villa Park Public library cardholder in good standing and at least 14 years old:

- Patrons between the ages of 14-17 must have the Internet Registration and User Agreement completed by their parents or guardians on file at the library prior to checking out a laptop.
- If the patron does not have their library card with them, a current valid government-issued ID or current student ID can be used to verify identity.

Loan Period/Availability

- Laptops are available on a first-come, first-served basis. Patrons may not place holds on laptops.
- The checkout period for each laptop is up to four hours. If no one is waiting, time may be extended at the discretion of Second Floor Service Desk staff.
- Laptop lending will end one hour before daily scheduled closing time. All laptop checkout periods will end no later than 15 minutes before the scheduled closing time.
- Laptops and all peripherals must be returned to the assigned service desk in person 15 minutes before closing.
- Printing to a library printer through the network and/or wireless printing is available. Wireless printing instructions are available at www.vppl.info

Limitations

- The patron agrees to adhere to all existing library policies, including *Policy 643, Public Information, Services, and Networks*.
- The laptops may not be used to engage in illegal activities.
- The patron should not leave the laptop unattended. An unattended laptop may be retrieved by staff; patron's laptop borrowing privileges may be subsequently suspended.
- Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and built in WiFi. No additional software may be installed or downloaded.
- Audio or video files must be played with headphones/ear buds.
- Library staff is available to provide limited technical support.
- A patron's files will be automatically erased from the laptop after the laptop is checked in and restarted.
- Patrons wanting to preserve their files should save them to their own device.

- When a laptop is checked out, the patron doing so assumes financial responsibility for that property.
- Any computer malfunctions and/or damage must be reported to library staff at the time the laptop is returned.

Disclaimer

- The library assumes no responsibility for any damage to patron's personal devices, software, files, and/or equipment. Tampering with library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.
- The library is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software. The library is not responsible for any computer viruses that may be transferred to or from user storage devices.
- The library does not assume responsibility for lost or corrupted files for any reason.

Liability

The patron is financially liable if a laptop is lost, stolen, or damaged. Fees for laptops and any associated peripherals will be charged at market value, and will be processed in the same manner as fees for other library materials.

Approved 07/27/2022
Revised 11/21/2022
04/24/2024
04/22/2026