



City of Glendora
Library Administrative Policy
No. 3.04

Subject: COMPUTER LAPTOP/TABLET LENDING

Effective: September 17, 2007; Revised October 20, 2014; Revised May 16, 2016;
Revised November 19, 2018; Revised October 16, 2023.

Policy Objective:

Laptop/tablet computers are available for public use within the library. The Library's policy for loaning laptop/tablet computers is designed to balance the equitable public use of these resources and the need for practical safeguards to protect these costly assets.

Authority:

Board of Library Trustees Meeting Minute Order September 17, 2007; Meeting Minute Order October 20, 2014

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned staff. All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Director

CITY OF GLENDORA
BOARD OF LIBRARY TRUSTEES

POLICY FOR LAPTOP/TABLET LENDING
Glendora Public Library

General Borrower Requirements:

Borrowers must be 18 years of age or older and have a valid Glendora Public Library account in good standing and free of any fees or charges. Additional identification (i.e., driver's license, passport, etc.) will be required for verification. Qualifying borrowers must sign a Borrower Responsibility Agreement outlining the borrower's responsibilities under the laptop/tablet lending program.

Borrowers are fully responsible for knowing and upholding the terms of the Agreement, which will be available for review at the public service desk. Patrons not upholding Agreement terms will forfeit their laptop/tablet borrowing qualification.

Lending Policy:

When available, laptops/tablets are for in-house use only and are to remain in the Library building at all times.

Borrowers assume full responsibility for the timely return, condition, and security of the laptop/tablet and are fully liable for any loss or damage while it is charged to their account.

Laptops/tablets are available on a first-come, first-served basis only.

The loan period is 90 minutes. At the end of each period, an extension may be granted, dependent on device availability.

Device Use:

Computer hardware is highly integrated with the online world. Users of this service must abide by the Glendora Public Library Internet Access and Use Policy and Internet Acceptable Use Terms of Agreement, available on the Library website and at Library public service desks.

The laptops/tablets are refreshed between uses. Therefore, any work stored on a laptop/tablet at the end of a session will be completely erased. Patrons are encouraged to save their work externally and often.

The Glendora Public Library is not responsible for any loss or damage to patron's data/media due to hardware, software, electrical surge or failure, or any other cause while the laptop/tablet is being used.

Overdue, Lost, and Damaged Laptop/Tablet:

Patrons are responsible for returning laptops/tablets to the public service desk when finished and/or when the loan period has expired.

Laptops/tablets must be returned in the same condition and configuration as they were received.

Use of laptops/tablets for longer than 90 minutes without an extension will result in a block being placed on the borrower's account.

Laptops/tablets not returned by the close of business will be considered "Lost" and a billing notice will be issued for the replacement cost. Replacement charge for lost or stolen public use laptop/tablet and the replacement charge for lost items are established by the most recently adopted City of Glendora Master Schedule of Fees for Service (available on the City of Glendora website, at City Hall or the Library).

Laptops/tablets returned with damaged, lost, or missing parts will be assessed and charged accordingly.

Patrons with a laptop/tablet billing notice on their account will immediately have all Library privileges suspended until the laptop/tablet has been returned or payment has been received by the Library.

Patron accounts with unsettled laptop/tablet billing notices will be referred to City of Glendora legal advisors, after 30 days from the original due date.

The Glendora Public Library reserves the right to restrict or terminate laptop/tablet use privileges of any patron who is misusing/abusing library equipment or not acting in accordance with Library policies.

Approved and adopted this 16th day of October, 2023.

Ayes: 4
Noes: 0
Absent: 1

City of Glendora Public Library
Board of Library Trustees

Attest: Janet Stone
Janet Stone, Library Director

By: Erica Landmann
Erica Landmann, President