



# Nevins Memorial Library

## In-House Laptop Lending Policy

Approved by Trustees September 3, 2024

### **Policy Statement**

In order to provide our community with more varied computer access options within the Library, including the convenience of using computers and the internet in all departments and floors of our building and our quiet study areas, the Nevins Memorial Library (“Library”) is proud to provide in-house laptops to our patrons for personal use.

### Who can borrow a laptop?

Any person 18 years or older with a current Massachusetts state-issued photo ID. The borrower must leave the ID at the desk for the duration of the laptop’s use.

### Where can you take the laptop?

The laptops must be used on the Reference floor of the library. The borrower must return the laptop to the Reference desk when leaving the floor and must not leave it unattended.

### Placing holds

The laptops cannot be placed on hold. They are available within the Library on a first-come, first-served basis.

### Checkouts

Laptops may be borrowed for 3 hours and used only inside the Library. Borrowers are required to leave a physical, government-issued photo identification document (ID) such as a driver’s license or passport at the reference desk while borrowing laptops. The laptop may be renewed if there are no other patrons waiting for a laptop. Once returned, a laptop may not be checked out again by the same borrower until the next day. Laptops will not be lent out any later than one hour before closing. Laptops must be returned by the quarter hour before closing, regardless of when the laptop was borrowed.

### Returning the Laptop

Laptops must be returned in person to the Nevins Memorial Library Reference desk. Do not place laptops in the book drop. When returning the devices, please make sure that the laptop itself, its power cord, and its case are in the same good working condition as they were when it was checked out.

Borrowers should be prepared to wait a few minutes while staff checks that the laptop and all returned items are in working order. Once this check is completed, the borrower’s ID card will be returned to the borrower. The ID will be returned only to its owner.

### Late returns

There is no fee for returning a laptop late. Library staff reserves the right to end your session after your checkout period has ended.

### Loss, Theft, or Damage

If the laptop is damaged or not working, return it to the reference desk as soon as possible. Report any damage to Library staff. Lost, stolen, or damaged equipment will incur replacement fees. Replacement of the laptop costs \$1809.

### Software

The Library provides you with a suite of useful software on the PC itself, with more cloud-based apps also available to you, such as through Google with your own personal account. You are not able or permitted to install additional software or games on the PC for your own use.

### User privacy

The Library will not monitor your activity on the laptop. The Library employs the use of security software which prevents changes to the laptops as well as protects users from saved passwords that would grant others access to their accounts. All of borrowers' sensitive personal information is erased on every restart. Borrowers are encouraged to restart the devices before returning them, and Library staff will also perform a restart upon receiving a return.

The Library is not responsible and assumes no liability for any damage suffered directly or indirectly by the borrower due to the use of any information deemed sensitive, confidential, or personal, including any communication sent or received.

### Personal files

Your personal files cannot be stored on the laptop. Due to our security software, they will be erased upon any restart. Borrowers are encouraged to save their files online or onto a personal USB storage device or in online cloud storage of their own. Do not restart the computer until you have saved your files somewhere securely off of the laptop.

Library staff will not be held responsible for any lost personal files. The library is not responsible for any damage to any device or corruption of data, including damage caused by mechanical malfunction or contamination caused by virus or Spyware infection while using library laptops.

### Acceptable Use

The borrower is responsible for complying with all federal and state regulations, including Nevins Memorial Library policies applicable to the use of this service, such as the Library's Internet Acceptable Use Policy:

“The Nevins Library provides Internet/Wi-Fi Access as an important resource for valuable information. Due to the unique nature of this tool, patrons are advised to use care and good judgment when online. The Library does not use any means of filters to access user information but may monitor usage. Parents are urged to supervise their children’s time on the internet and to educate them regarding safe online practices. Patrons are reminded that the Library’s computer terminals are located in public areas shared with staff members and patrons of all ages, backgrounds, and sensibilities. Individuals are expected to show respect for the sensibilities of others when accessing potentially sensitive material.

Please don’t send, receive, or display text or graphics which may be deemed pornographic according to state, local, or federal laws.”

The full policy can be accessed here:

<https://www.nevinsLibrary.org/services/internetwifi-access/>

While checked out, the laptop remains the responsibility of the borrower. Borrowers should not lose control of the device by lending it to friends, family, or associates. Any attempt to alter the configuration of the laptop is strictly prohibited and may result in loss of borrowing privileges.

#### Help

Assistance with technical support is available at the Reference desk, subject to Reference staff availability.

#### Disclaimers

No data filtering has been applied to these laptops, or to the Library’s wireless internet. Be mindful of online safety for yourself and any children using the laptop.

The Nevins Library is not responsible for any files, data, or personal information accessed/transmitted using the laptop.

The Library will have no liability for direct, indirect, or consequential damage related to the use of the laptops, including loss of data or privacy invasions. Those who use the laptops do so at their own risk and assume full liability for their actions.

Illegal acts involving Library equipment or services may also be subject to prosecution.