



**LOGAN PUBLIC
LIBRARY**
Logan, Iowa

Logan Public Library
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Laptop & Internet Hotspot Circulation Policy

The Logan Public Library aims to offer a variety of materials & services to our patrons as part of our circulating collection. To this end the Logan Public Library has acquired & made available five HP Laptop Computers & five Internet Hotspots for use by our patrons.

Circulation

Laptop computers & internet hotspots may be checked out by a Logan Public Library patron who is 18 years of age or older AND with an account in good standing. The laptop must remain with the adult borrowing patron who has completed & signed the Library Equipment Contract. It may not be loaned out by the borrowing patron to another individual. Children may use the laptop or internet hotspot under supervision by the borrowing patron.

Patrons must sign the Library Equipment Lending Contract. This contract must be completed each time a laptop or hotspot is borrowed. Patrons must provide current ID & confirm their contact details before taking possession of the equipment.

Laptop computers & internet hotspots must be returned inside of the library during regular operating hours & must be delivered directly to a staff member. DO NOT leave laptop computers or internet hotspots outside of the library or unattended on any library desk or counter. Borrowing patrons must return the equipment & all accompanying materials in good condition.

Circulation Period

Laptop computers & internet hotspots may be checked out for a period of two weeks (14 days) with no renewal. When necessary the library will utilize a waitlist to ensure equitable patron access.

Laptops & hotspots may be checked out individually or together. Only one hotspot &/or laptop may be checked out per household.

Overdue Items

The overdue fine for a laptop or internet hotspot is \$10.00 per day. Maximum fine will not exceed full replacement cost of the equipment.

Please be aware that library staff must check multiple components as well as condition before accepting the return of a laptop or hotspot. In addition, all materials contained in the equipment package must be present for the item to be considered returned. If items are missing from the equipment package the item will remain checked out to the borrowing patron & will incur late fees until the return of all missing items.

If a laptop or internet hotspot is overdue for a period of 30 days the full replacement cost will be charged to the borrowing patron. The borrowing patron's account will be suspended until the replacement fee is paid; the Logan Public Library will contact local law enforcement if necessary.

Lost or Damaged Items

Equipment must be returned to the library in good condition with no missing items or damage beyond normal wear & tear. Borrowing patrons will be responsible for all costs associated with repairing or replacing damaged or lost equipment.

Patron Responsibility

When borrowing a laptop &/or an internet hotspot, borrowing patrons accept full financial responsibility for the item & its accessories while the item is in their possession & understand that they shall be held fully responsible for all costs associated with damage to, loss of, or theft of the equipment during the check out period, up to \$1,000.00 for a laptop & up to \$200.00 for an internet hotspot.

The condition of the returned equipment will be determined by the staff of the Logan Public Library & any fees for damages or missing items will be assessed by the Library Director or the Youth Services/Programming Librarian.

The borrowing patron is responsible for reading the instruction manual for proper care & use of the equipment. The borrowing patron agrees to assume all risks associated with use of a laptop computer &/or an internet hotspot & not hold the Logan Public Library, its staff, & its board liable for any damages to the borrowing patron or others as a result of use.

Patron Survey

The addition of Internet Hotspots & Laptop Computers was funded through the Community Connect: Fostering Digital Access Grant provided by the American Library Association & Capital One. Upon return of the hotspot &/or laptop, patrons will be asked to complete a survey, either digitally or on paper, to be submitted to the American Library Association as part of the grant agreement.

Additional Information

- Mobile internet hotspot service is provided by Verizon Wireless. User experience will vary based on location. The library is not responsible for the quality of internet access provided by these devices.
- The library is not responsible for personal information shared over the internet or for the information or websites accessed during the use of these devices.
- The library is not responsible for any liability, damages, or expenses resulting from the use of the laptop computers or internet hotspots.
- The borrowing patron agrees to abide by the library's policies & rules, & agrees to hold the library & its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly relating to the use of the library's laptop computers &/or internet hotspots, & the internet access provided by the library.
- Deliberate altering of any files or modifying the configuration of library owned equipment is strictly prohibited.

Updated: September 11th, 2023