



Laptop and Hotspot Lending Policy

To increase digital access for area residents, laptops and hotspots are available to borrow from the Yankton Community Library (YCL). Laptops and hotspots help to fulfill the Library's mission of providing informational, educational, and cultural resources by providing an access point to digital resources.

A "laptop" consists of a portable computer with a Windows operating system, its power supply, power cord, and case. A "hotspot" consists of the wireless device itself, its charger, charging cord, and case. The library user or "borrower" is responsible for the safe-keeping and return of these items to the library in good working order and assumes liability for the equipment while in their care. The library user must sign YCL's Laptop and Hotspot Lending Policy the first time a laptop or hotspot is checked out. This agreement will be noted on the library user's account and will remain in effect until the policy is updated *or* library user notifies library staff in writing that they wish to revoke their agreement.

When a library user borrows a laptop or hotspot, the library user's use of the equipment is available under the following terms and conditions. By borrowing a laptop or hotspot, the user agrees to abide by YCL's policies and rules, and agrees to hold YCL and its agents harmless from any claims, losses, damages, obligations, or liabilities directly or indirectly, relating to the use of the library's laptops and/or hotspots and the internet access provided by the library.

Circulation

- Laptops and hotspots may be borrowed by an adult card holder who is eighteen (18) years-of-age or older. Teacher cards are also eligible for device checkout.
- Borrowers must have an active card in good standing with at least a 3-month history. (Temporary, Pathways, and ILL card holders are not eligible to check out laptops and/or hotspots at this time.)
 - Good standing is defined as an account with a current address and phone number, and no outstanding fines, fees, or items that are lost or damaged.
- **Borrower must present a photo ID (license, passport, etc.) at check out with no exceptions. Authorized users may NOT check out or pick up laptops or hotspots on someone else's account.**
- The lending period is seven (7) days and may be renewed one (1) time if there are not any holds on items.
- Reservations may be made for laptops and hotspots. Reservations will be filled in the order in which they are received. Patrons will be notified when their hold is ready for pick up.
- Reservations not picked up within three (3) business days of the requested pickup date may be cancelled.
- Device checkouts are limited to one of the following per household:
 - 1 laptop
 - 1 hotspot
 - 1 bundle (which includes 1 laptop and 1 hotspot)
- After returning a device (including a bundle), library users must wait 24 hours before they are eligible to check out another device or bundle.
- **Laptops and hotspots must be returned to the library circulation desk during regular business hours. Library users will be charged \$25 for devices returned to the book or materials drop (indoor or outdoor). This fee is not eligible for Food for Fines.**
- It is the library user's responsibility to return the laptop and/or hotspot by the due date. If a laptop is lost or not returned by the due date, the device will be shutdown remotely and become unusable. If a hotspot is lost or not returned by the due date, wireless service will be terminated, and the device will become unusable.
- Laptops and/or hotspots will not be considered returned until **ALL** items associated with it have been returned to the library.
- The current borrower is responsible for verifying the current physical condition of the laptop and/or hotspot they check out. Damages, non-working devices, and laptops with any objectionable material downloaded

on them need to be reported to library staff **immediately**. Unreported issues will become the responsibility of the current borrower.

- Current borrower is responsible for damaged, missing and/or lost pieces of the borrowed items and agrees to notify the Yankton Community Library if a device is lost, stolen, or damaged. Borrower agrees to pay any replacement costs, as determined by the library. If a laptop or hotspot is stolen from the borrower, the borrower is responsible for submitting a police report to the library director.
- If a device and/or any of the device components (i.e. battery, charger, charging cord) are damaged or not returned within seven (7) days of the due date, the borrower will be charged a replacement fee at the current rate. If the device and all of its components are returned in good condition within one month of the due date, the replacement cost will be waived. However, other fees will still apply.
- The library reserves the right to temporarily take a laptop or hotspot out of regular circulation to make it available for a specific community event or meeting.

Usage

- **Parents are responsible for monitoring minor's use of the internet while using a laptop or hotspot. Internet content filtering is NOT provided through the laptop OR the hotspot.**
- Use of laptops and hotspots is subject to the Service Provider's Acceptable Use Policy, Privacy Policy, and Terms and Use.
- **Laptops are cleared of data upon shutdown. Borrowers are encouraged to use a flash drive or a cloud service to save work prior to shutting the computer off.**
- YCL or Service Provider are not responsible for any files, data, or personal information accessed, transmitted, lost and/or damaged while using or accessing the internet with a laptop or hotspot from YCL.
- Deliberate altering or modifying of the configurations of library-owned equipment is strictly prohibited. The borrow will be financially responsible for any damages if they try to troubleshoot problems and damages occur.
- If borrowers experience problems with these devices or have questions, they should ask for assistance, but understand that library staff may not always be available to provide technical support.
- Performance of the hotspot will vary depending on location and coverage in the area, and the device(s) connected to the hotspot.
- Laptops and hotspots must be kept in a temperature-controlled environment. Do not leave devices in extreme temperatures.
- YCL does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software issues.
- Library users who experience issues with their borrowed device(s) should contact YCL. In the event an immediate solution cannot be found, the device should be returned, and the library user will be added back to the front of the reservation list.
- **Late fees:** \$3 per day up to \$15 per device. Can be paid with Food for Fines
- **Device shut off fee: \$15 per device.** Cannot be paid with Food for Fines.

Borrowers who return laptops and hotspots late may lose further borrowing privileges for one month. Failure to abide by the terms of this policy may result in the loss of borrowing privileges permanently.

YCL reserves the right to refuse to lend equipment at its discretion and to update this Lending Policy at any time. If the Lending Policy is updated, Borrowers will need to review and sign the updated policy.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them. If at any time I wish to revoke my agreement, I acknowledge that I must notify the Yankton Community Library in writing to update my preference.

Name: _____

Signature: _____

Staff Initials: _____

Date: _____

FAQs

Who can check out Laptops and Hotspots?

Adults who are 18 years-old or older with an YCL adult or teacher card in good standing.

Does the library user have to have a library card to check out a device?

To borrow a laptop or hotspot, the library user should have an account with the library with at least a 3-month history. The library user needs a photo I.D. to check out, but they do not need to have their physical library card present to check out.

How long is the lending period?

7 days with the opportunity for 1 renewal if the items do not have holds on them.