

**IBERVILLE PARISH LIBRARY
LAPTOP/HOTSPOT CHECKOUT POLICY**

LAPTOP/HOTSPOT BORROWERS

- Borrowers must be at least 18 years old.
- Borrowers must be cardholders of the Iberville Parish Library.
- Borrowers must have a cardholder record in good standing (i.e., no overdue books, no outstanding fines).
- Borrowers must agree to the terms of checkout by signing a *Library Laptop/Hotspot Checkout Agreement*.
- **Borrowers must present a valid Library card and a valid Louisiana state-issued driver's license or Louisiana State ID at the time of checkout.**

CHECKOUT POLICY

Circulation

- Each borrower may only checkout one (1) laptop and hotspot at a time.
- Laptops and hotspots will be checked out for a period of seven (7) days.
- Laptops and hotspots are not renewable.
- **A seven (7) day waiting period is required before checking out a laptop or hotspot again to the same household.**
- Laptops and hotspots are available on a first-come, first-served basis. They cannot be reserved ahead of time. **Laptops and hotspots must be returned to the library that they were checked out from on the due date at least 30 minutes before closing.**

Usage

- Laptop and hotspot borrowers bear the responsibility for damage to the laptop or hotspot due to neglect, abuse, loss, or physical damage.
- Laptop borrowers wishing to save files that they have created must save them to a disk, USB drive, etc. **Any documents saved on the laptop will be lost when the laptop is closed or shutdown.**
- Laptops and hotspots shall not be put in the book drop or overnight drop box. They must be returned to a staff member who will check to make sure all items are returned intact.
- Laptops and hotspots may not be used for any illegal purposes.
- Laptop borrowers must provide their own accessories (e.g., mouse, headphones, disk, and/or USB drive.) The use of the accessories must not require the installation of any software on the laptop.
- **Laptops can connect to the internet utilizing wireless access points** at home or anywhere free or paid wireless access is available including using the library hotspots.
- Laptop and hotspot borrowers may not install any software on the laptops.
- Laptop and hotspot borrowers may not alter, delete, or copy any software loaded on the laptop or hotspot, or otherwise change its existing software or hardware configuration.

Overdue, Lost, Damaged and Cleaning Fees

- **If laptops or hotspots are lost, damaged, or stolen, borrowers are responsible for the replacement cost (\$1145 for laptops & \$50 for hotspots) plus any accrued overdue fines.**
- If a laptop or hotspot bag is lost, damaged or stolen, a charge of **\$45 for laptops** and **\$20 for hotspots** will occur. If an AC Adapter/Power Cord is lost, damaged, or stolen, a charge of **\$75** will occur.
- Damage to a laptop or hotspot will be assessed a charge of **\$25** per occurrence.
- If a laptop or hotspot is returned dirty and/or smelly, there will be a **\$10** cleaning fee.
- If a laptop or hotspot is not returned on time, a fine of **\$10 per day per item** will be assessed until it is returned.
- If a laptop or hotspot is not returned on time it will be declared stolen and the Iberville Parish Sheriff's office will be notified.