

Technology Lending

The Patrick Heath Public Library has established a technology lending program to allow the public to check out laptops and other portable devices, such as tablets. The program gives patrons greater freedom to connect to information and entertainment in the library and in some cases at home.

Tablets and laptops come preloaded with applications and/or software, selected by library staff for their appropriateness to the department they serve. Patrons can suggest applications or software they find absent on library devices. Electronic devices are available on a first-come, first-served basis.

Available Devices:

In-Library Use:

10 (ten) laptops (adult services department-2nd floor)

8 (eight) gaming laptops (young adult services department-2nd floor)

8 (eight) Chromebooks (young adult services department-2nd floor)

Home Use:

5 (five) Wacom Intuos Pen Tablets

24 (twenty-four) Coolpad Surf WiFi Hotspots

2 (two) iPad tablets (youth services department-1st floor)

5 (five) Playaway Launchpads (youth services department-1st floor)

Guidelines for Use:

- In-library use devices may be borrowed by Patrick Heath Public Library card holders whose account is in good standing. The patron's library card, or approved ID, must be presented to check out a technology item.
- Home use tablets and hotspots may be borrowed by Patrick Heath Public Library card holders who are at least 17 years of age with library accounts in good standing (i.e., library card is not blocked due to unpaid fines or lost material) and can be checked out and returned at the 1st floor Service Desk.

- In-library use laptops and Chromebooks can be checked out and returned at the 2nd floor Information Desk and from 4pm weekly at the Young Adult Services Desk and must remain on the 2nd floor.
- Use of devices is limited to one device per patron or family at any given time.
- The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning devices. Once a device is checked out to a patron, it becomes the responsibility of that patron.
- At the time of return, the device will be inspected by library staff. If damage is discovered by library staff, repair or replacement costs will be added to the patron's account.
- Library laptops are filtered.

Rules Governing Use:

Use of library devices, computers, Internet and wireless access is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Refer to the library's ***Computer Use and Wireless Access Policy*** for examples of inappropriate use of library technology.

Devices must never be left unattended; if devices are left unattended, they will be returned to the appropriate desk and device privileges could be suspended.

Loan Periods:

- Two (2) hours: In-library use laptops
- One (1) week: Home use tablets
- Two (2) weeks: Home use mobile hotspots

Renewals are not permitted.

Any device must be returned for 24 hours before being checked out again to the same patron.

Fines:

Materials are overdue at close of business on the date due.

Replacement Fees for Lost or Damaged Items:

iPads

- Protective Case: \$25.00
- iPad Tablet: \$600.00

Laptops

\$800

Chromebooks

\$250

Wacom Pen Tablets

\$80

Coolpad Surf Hotspots (if overdue, service will be disabled)

\$65

Launchpads

\$180

Last review or revision: April 14 2022

Initially adopted: November 12, 2015