## MISSOULA PUBLIC LIBRARY POLICY MANUAL

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## Public Access Computers Loan Policy

Any user with a Missoula Public Library (or “Partner Library”) card, in good standing, (no bills over $10.00) may check out a computer.

* Computers are available when the library is open. Computers cannot be borrowed 30 minutes or less before the library closes. Computers should be turned in fifteen minutes prior to closing.
* Only one computer may be checked out at a time, per library card.
* Computers may not be renewed, reserved or put on hold.
* Computer use is restricted to within the library.
* Computers should not be taken into the restrooms.
* A user who checks out a computer is responsible for theft or damage to the computer until the device is returned to the Computer Vending Machine.
* Users may not leave the computer unattended. Leave the computer with a library staff member at the Friends Store if you must exit the library while the device is checked out to you.
* Computers may be checked out for three consecutive hours.
* Computers returned after the time they are due will accrue a non-waivable library fine of $1.00 per hour. Users must return the computer to the Computer Vending Machine by plugging it in to its power cord.  The Computer Vending Machine door must be closed for the item to be returned.
* The library is not responsible for any lost files, nor can any files be saved on the hard drive.
* Users should not download or copy software to the laptop nor deliberately attempt to modify the laptop in any harmful or malicious way.
* Users must use headphones to access audio when using a computer.
* Technical problems or equipment malfunctions should be reported to library staff.

(1/2011 - 2/2014 – 4/2020)

Proposed addition:

Users who knowingly remove laptops from MPL premises will be considered liable for possible theft of library property.  MPL will file a criminal report, citing the user’s account information, with the Missoula Police Department for theft of library property.  If a criminal citation or conviction results from unauthorized removal and theft of an MPL laptop or if the police must repossess the library laptop from the user, user laptop privileges will be revoked. A user may appeal a decision to revoke laptop privileges by filing an appeal with the chair of the library board.