



A. Laptop and Wi-Fi Hotspot Lending Policy (Patron Copy)

1. The laptops and wi-fi hotspots may be checked out by Waterbury Public Library card holders who are 18 years of age or older, have been a member for at least six months and are in good standing. Patrons must present a picture ID and current proof of address (e.g. driver's license, utility bill, etc.) before checking out a laptop or hotspot. The laptops and hotspots are not available to loan through Catamount or Inter-Library Loan.
2. The patron will sign a Laptop and Wi-Fi Hotspot Lending Agreement each time they check out a laptop or hotspot.
3. The laptops and hotspots will circulate for up to 7 days and must be handed directly to a staff member when returned.
4. The laptops and hotspots can be renewed for one additional 7 day period if no other patron is waiting to borrow it.
5. The laptops and hotspots can be placed on hold for a patron if it is already checked out.
6. The patron is not permitted to lend the laptop or hotspot to anyone while they are in their possession. The laptop or hotspot is the patron's responsibility during the time it is signed out in their name.
7. If the laptop or hotspot is not returned within two weeks of its due date, the patron will be charged for the replacement cost (\$325 for a laptop; \$90 for a hotspot).
8. If the laptop or hotspot is damaged, lost or stolen while checked out to a patron, a fee will be determined by the library based on the cost of repairing or replacing the device, and will be charged to the patron. Patrons will be charged for missing items, such as the charging cord and case.
9. Any situation not covered by this policy will be reviewed and acted upon by the Board of Commissioners in its sole discretion.

This policy was approved by the Board of Commissioners of the Waterbury Public Library on 9/14/21.

B. Waterbury Public Library
Laptop and Wi-Fi Hotspot Lending Agreement

I, _____, have read the complete Waterbury Public Library Laptop and Wi-Fi Hotspot Lending Policy and take full responsibility for the device(s) I am checking out.

Signature of Patron & Patron Library Card Number

Checkout Date

STAFF USE ONLY

Checkout

Staff member name: _____ Time: _____

- Laptop/hotspot (circle items checked out) has no visible signs of damage
- Laptop/hotspot accessories (charging cord and case) are present and intact
- Patron contact info confirmed & ID checked
- Copy of this completed agreement given to patron

Check In

Staff member name: _____ Time: _____

- Laptop/hotspot has no visible signs of damage
- Laptop/hotspot accessories (charging cord and case) are present and intact
- Laptop/hotspot returned directly to library staff member
- All paperwork given to the Circulation Librarian for appropriate filing or disposal

Damage noted:* Either describe or take picture and change the status of the item to: "in repair."

* Any damage noted must be reported immediately to the Library Director, including the patron information.

(File in office file cabinet.)