

Ives Squared Laptop Lending Policy

Who Can Check Out a Laptop:

Priority for laptop checkout will be given to scheduled programs in Ives Squared and for use aligned with the intended purpose of the space – creativity, economic development, research and entrepreneurship. When laptops are available, Ives Squared customers requesting laptop usage must be 18 years of age or older, have an adult New Haven Free Public Library (NHFPL, “the Library”) card in good standing, and present a valid photo ID (such as a current government-issued ID, driver’s license, or student ID) to be held at the Switchboard Desk.

Borrowing:

1. Laptops are available for checkout and return at the Switchboard Desk only.
2. Customers must submit a valid photo ID to be held at the Switchboard Desk until the laptop is returned.
3. Customers will sign a copy of this Laptop Lending Policy to be kept on file.
4. Library laptops are to be used in Ives Squared only. Library laptops are not to be used in the café.
5. Laptops may be checked out for 2 hours and are available on a first-come, first-served basis. Time may be extended by request at the Switchboard Desk.

Customer Responsibilities and Fees:

- Customers are financially liable for loss, damage, and theft of the laptop while in their possession.
- Customers are responsible for the full amount of any repair and replacement charges due to misuse.
- Customers who damage a laptop will may have their borrowing and/or library use privileges suspended or revoked.
- Customers should verify the condition of the laptop at the time of check-out and disclose any technical issues upon return.
- Failure to return a laptop within the allotted time will result in immediate suspension of library card privileges and an automatic fee of \$20 for each hour overdue will be charged to the library card holder’s account. Laptops not returned within 24 hours will be deemed lost and the borrower will be charged the full replacement cost of the laptop.
- Fines and fees for laptop replacement / damage charges will be assessed by the Library’s IT Department and the customer will be notified of any charges within 2 business days. Fees and replacement charges are as follows:

Hourly Overdue Fee	\$20/hour added automatically after 15 minutes
MacBook Replacement	\$1500
Lenovo Replacement	\$1200
Repair of Damaged Laptops	Up to the Cost of Replacement

Liability

The Library will not assume responsibility for lost or damaged customer files due to viruses, hardware failure, or network interruptions. Customer files are automatically removed upon return of the laptop and cannot be recovered after the laptop is restarted.

Printed Name:	
Email and/or Phone:	
Signature:	

Return and Assessment

- A hold will be placed on your account for physical damage to a laptop you are returning while it is undergoing assessment by NHFPL staff.
- An NHFPL staff member will follow up with you within 72 hours.
- The Library will not assume responsibility for lost or damaged customer files due to assessment of repairs. Customer files are automatically removed upon return of the laptop and cannot be recovered after the laptop is restarted.
- Additional comments:

Printed Name:	_____
Email and/or Phone:	_____
Signature:	_____

Approved by NHFPL Board of Directors, January 28, 2020.