

Computer Equipment Policy



For the purposes of this policy, the term “Computer Equipment” refers to a mobile hotspot or a Chromebook laptop. The Library reserves the right to add other types of Computer Equipment to this policy at any time in the future, subject to approval by the Board of Trustees.

A valid NOBLE library card with no lost or billed items and/or fines over \$50.00, is required to borrow Computer Equipment from the Peabody Institute Library. Borrowers must be 13 years or older.

Borrowers must sign a Lending Agreement for each time they borrow a piece of Computer Equipment. An individual and device-specific lending agreement must be signed for each piece of checked out equipment (i.e. Chromebook Lending Agreement, Hotspot Lending Agreement). One lending agreement for more than one piece of Computer Equipment is not acceptable.

General Policies

- The Library is not responsible for any information accessed or action taken by a patron while using a circulated piece of Computer Equipment.
- Computer Equipment use is subject to the Library’s Internet Access Policy.
- The borrower agrees to protect, save and keep the City of Peabody, the Library Board of Trustees, the Library Director, their agents and employees forever free, harmless, and indemnified against any and all costs or expense arising out of any accident or other occurrence causing injury to any persons or property as a result of using Library-owned Computer Equipment.
- Peabody Institute Library and its Library Board of Trustees are not responsible for the loss of any data while using a piece of our Computer Equipment.

Computer Equipment Policy

Circulating Policies- Outside Use

- Any piece of circulating Computer Equipment is checked out for 2 weeks and is **not** renewable.
- In order to provide access to all patrons, a patron may check out each piece of Computer Equipment **once per calendar month**. Library staff will note your last checkout date based on previous Lending Agreements.
- Computer Equipment is reserved and checked out using our catalog, Evergreen. Devices must be checked out to the patron's library card.
- Circulating Computer Equipment must be checked out, in person, from a Public Services desk and must be returned, in person, to the location from which it was borrowed. Computer equipment should NOT be returned in a dropbox or at another library.
- Computer Equipment is checked out as a kit, with a case, charger, and mouse (Chromebook only), and must be returned with all of these items.
- In accordance with our fine-free policy, Computer Equipment will not be fined if returned late. They will be marked and charged as lost if they are more than 2 weeks late.
- When checking out Computer Equipment, the current physical state of all items will be noted on the Lending Agreement (i.e. dents, scratches, mold, screen damage, etc.). When the kit is returned, a Staff Member will perform a visual inspection of the Computer Equipment and all included items. If any additional damage has occurred, the Staff Member will inform the patron that they are not able to check out another piece of Computer Equipment for **2 months**, so that the borrowed equipment can be repaired or replaced.
- Patrons will be assessed the replacement price for Computer Equipment not returned within 2 weeks of their due date, or if Computer Equipment is returned damaged or parts are lost.
- Chromebooks must be kept in a temperate environment (not left in vehicles or in extreme temperatures).
- If any technical problems are encountered, the patron should notify the Library immediately and return the equipment. For basic assistance in the operation of the Library's Computer Equipment, borrowers may call the Library during regular business hours: 978-531-0100.
- Library staff cannot give detailed instructions or assistance over the phone. Please bring the Computer Equipment back to the Library or make an appointment with our technology staff for help.

Computer Equipment Policy

Circulating Policies- In-Library Use

- In-library Chromebooks are checked out for 3 hours at the Public Services Desk, and may not leave the library.
- Chromebooks are checked out as a kit, with a case, charger, and an optional mouse, and must be returned with all of these items.
- Chromebooks are checked out to your library card, and we will hold your ID while you are using the Chromebook, to be returned when you return the Chromebook to the Public Services Desk. If you don't have a library card, you must get one in order to use the Chromebook. For visitors or non-residents, you may leave your ID and keys or some other kind of collateral.
- The Library is not responsible for any information accessed or action taken by a patron while using a Chromebook.
- Chromebook use is subject to the Library's Internet Access Policy.
- If any technical problems are encountered, patrons should notify the Public Services Desk immediately and return the device.
- When checking out a Chromebook kit, the current physical state of all items will be noted on the Lending Agreement (i.e. dents, scratches, mold, screen damage, etc.). When the Chromebook kit is returned, a Staff Member will perform a visual inspection of the Chromebook and all items. If any additional damage has occurred, the Staff Member will inform the patron that they are not able to check out a Chrome book for **2 months**, so that the Chromebook may be repaired.
- Librarians are not always able to help with longer, detailed technology questions. Please ask the staff to help you make an appointment with our Tech Help Specialist for one on one tech help

As approved by the Board of Library Trustees the 3rd day of October, 2022.