

Computer and Equipment Policy

(Adopted June 2014; revised February 2021)

As part of the library's commitment of providing relevant electronic resources that aim to connect the informational and entertainment demands of this community, the Stickney-Forest View Public Library District provides laptop computers and other electronic equipment for use by patrons within the Library and on a circulating basis.

While the Library strives to have the technology (and related infrastructure) that we purchase and license in excellent and efficient working condition, no guarantees can be either expressed or implied in respect to any equipment, programs, or other materials, that their performance will be flawless. Materials and equipment are given for use "as is."

Patrons will not tamper with computers and equipment. This includes tampering with the hardware, such as swapping the mouse from another workstation, and the software, such as attempting to install a new program. If there is a problem with a computer, patrons are asked to inform staff of the issue.

Laptop computers and Chromebooks are provided for patron use throughout the library. Library issued patron laptops and Chromebooks are internet capable and are loaded with basic browsing and Microsoft Office suite or Google Workplace applications.

The Library recognizes that wear and tear is a product of normal use of this kind of equipment. Patrons will not be held liable for equipment failures that occur while they are using equipment if it can be reasonably assumed to be the result of normal wear and tear. However, patrons will be held financially responsible for any damage of equipment that is caused by improper use of equipment. This includes damage to hardware such as dropping a laptop and damage to software such as downloading a file that interferes with the proper functioning of the operating system. Liability and financial responsibility will be determined by the Library's Technical Services Department Head.

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