Pottsville Free Public Library Laptop Borrowing Policy

The Pottsville Free Public Library has Laptops available for borrowing. These devices are available for a two-week check out with one renewal allowed by bringing the laptop back to the Library for staff inspection and renewal, and can be checked out at the Circulation Desk during regular Library hours. The devices must be returned to the Circulation Desk staff before closing time on the due date.

Patrons age 18 years and older may borrow the devices.

Patrons must have a valid Pottsville Free Public Library card, be in good standing (under the $5 maximum fine threshold), and have a photo ID with a date of birth and current address. A Library card and photo ID must be presented each time a device is checked out. Prior to completing the check out, PFPL staff will review pertinent contact information, including address and phone number to ensure contact can be made regarding the laptop. Staff will also make a photocopy of the responsible patron's ID to keep on file while the device is out. This will be destroyed upon the device's return.

Patrons must sign the Laptop Borrower's Agreement form each time a device is checked out.

Devices are loaned on a first-come, first-serve basis; no holds will be accepted.

One device per household.

The patron should inspect the device and peripherals before leaving the Library. Any damage should be immediately reported to the Library staff or the patron will be held responsible for it.

Devices must be returned to the Circulation Desk and handed to a Library staff member; do not leave the device on the counter. Library staff will verify all components have been returned and are in good condition before the device is checked in. DO NOT PUT IN BOOKDROP.

After a device is returned, a patron must wait at least 24 hours before checking out another device.

Once checked out, the devices may be used in the Pottsville Free Public Library to take advantage of the Library's free wireless network. Patrons may also use the devices anywhere there is Wi-Fi such as a store or at home. Use of the devices on unsecured networks is done at the patron's risk and the Pottsville Free Public Library takes no responsibility if the user's personal information is intercepted by hackers while using unsecured networks.

Patrons must be careful and vigilant when using the device to prevent theft or damages, and must not leave the device unattended when using it outside the house. The patron is solely responsible for the device while it is checked out. Patrons may not attempt to tamper with the device's hardware or software.

Save files on Google Drive or other cloud storage rather than directly on the device. Any files saved on the devices directly will be deleted upon return to the Library and will not be saved in any other format.

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Carry the device in its assigned case and insert/remove storage devices (such as flash drives) and power cords carefully.

If the laptop has not been returned after 4 weeks (2-week check out and 1 renewal of 2-weeks), and/or no contact can be made with the patron, Library staff will report the laptop as stolen to local law enforcement and local law enforcement will handle the matter. The photocopy of the ID will be provided to local law enforcement to assist in this process.

The patron is responsible for any violation of the Laptop Borrower's Agreement, Computer User Agreement, and all other applicable Library policies.

The Pottsville Free Public Library disclaims all liability for loss of confidential information or damages resulting from that loss and accepts no responsibility for breach of privacy. The patron is responsible for logging out of any service used on the Library device to prevent exposure of personal information. Unless the patron clears the history, the cache and the cookies, the patron's privacy is at risk – the Library does not do this.

The Pottsville Free Public Library reserves the right to modify the Laptop Borrowing Policy and the Laptop Borrower's Agreement at any time. Blocking software is not available on the devices and the Library cannot be held responsible for any content viewed. By checking out a device, the patron agrees they will not engage in illegal activities and they are solely responsible for the device. The Library is not responsible for loss or damage to patron's data for any reason while the patron uses a Library's device.

Adopted: April 21, 2025