

PAT-006.1 Circulation Policy for Electronic Devices

For circulation of Laptop Kits:

1. A valid Inglewood Library card and valid picture or government issued ID (with current address). Both must be presented to check out the electronic device. ID will be photocopied and filed.
2. Electronic devices may only be checked out by adults (18 or over). Electronic devices may not be checked out 30 minutes before closing.
3. Patrons must sign the **PAT-006.2 Mobile Devices Borrower's Agreement** prior to use of the device. The agreement will be kept on file.
4. Patrons are solely responsible for the electronic devices (Laptop Kit) and will be billed for reasonable repair or replacement costs of up to \$700 for damaged, missing, or lost mobile devices; \$10 per minor cosmetic damage, \$500 for laptop, \$100 for hotspot, and \$25 each for charging cables. Devices that are returned dirty, in the book return outside the library, or uncared for, may be charged fees upon discretion of staff member resulting in revoked borrowing privileges.
5. Electronic devices may be checked out for a maximum period of seven (7) days and may not be renewed. Only one device (Laptop Kit) may be checked out per patron.
6. Laptop Kits will include the computer and power cord in a hard case.
7. Inglewood Public Library will assume no responsibility for damage to patron's own CDs, videogame media, or hardware used on the electronic devices.
8. The patron will be billed the full cost of the item after it is thirty (30) days overdue.
9. Electronic devices must be returned in person at the Circulation desk at the library location it was checked out from. The electronic devices must be returned 30 minutes before closing. Upon return, you may not check out the same electronic devices until the next day. Do not leave the devices in the book return outside the Library.

PATRON POLICIES



Electronic devices that are not returned within 30 days are considered lost or stolen and may result in police being notified. A police report will be filed with the Inglewood Police Department, a claim will be filed with the collection agency, and library privileges will be revoked.

WARNING: California Penal Code 490.5(a) provides that upon conviction for petty theft involving a book or other library materials taken from a library facility, a person shall be punished by a mandatory fine of not less than \$50 and not more than one \$1,000 for each such violation; and may also be punished by imprisonment in the county jail, not exceeding six months, or both such fine and imprisonment.

Electronic device use is also subject to the terms of **PAT-010 Computer and Internet Use** and **PAT-008 Rules of Conduct** policies of the Inglewood Public Library.

Policy Last Updated: April 14, 2022