



# RICHMOND PUBLIC LIBRARY

Title: Mobile Device Lending Program Policy

Policy Number: 06.03

Reviewed Date: 07/23/2025

Mobile devices are defined as electronic computer equipment that may be used for research, work, and/or cultural enrichment at home or in the library. Richmond Public Library (RPL) is pleased to provide access to this shared resource to inform, enrich and empower.

## **Laptops:**

- Laptops are available to patrons for check out. Each patron must have a valid RPL Library Card in good standing to checkout a laptop. The Library account holder must be 18 years of age or older to checkout a laptop on their card.
- The RPL account holder must read, understand, and sign the Mobile Device Borrowing Agreement at the time of each laptop checkout.
- All devices are designated for a 14-day loan period and can be renewed up to two (2) times if other patrons do not have a hold on the item. Only one (1) laptop may be checked out per card.
- Laptops must be checked out, renewed, and returned to the circulation desk of the library from where the laptop was checked out.
- Any damage or loss of a borrowed laptop and/or its accessories is the borrower's responsibility.
- Laptop computers may not be used to violate copyright, trademark laws, software licensing agreements, or intellectual property rights.
- Patrons should notify library staff immediately if the computer equipment or peripherals are not functioning properly.
- Work saved on RPL computers is automatically erased when the computer is shut down. To save documents, patrons must copy it to a flash drive (aka "thumb drive") or upload it to an online storage service.
- Laptop computers may be available at some locations for in-house use by patrons 18 and older. Patrons must present a valid government-issued photo ID or passport to library staff in order to use a laptop. The ID is held until the laptop and its power cable are returned to library staff.
- RPL is not responsible for any damage or loss of data arising from the use of its computers or network.
- RPL may withhold computer privileges from patrons who do not comply with the above procedures or who are barred from the library due to violation(s) of the Library's Rules of Behavior.
- If the device is damaged or lost during the time that it is checked out, the patron will be responsible for the cost of replacement. Further, the patron's library card will be blocked from use. The library employs *Unique Management Services, Inc.* to help recover unpaid fines and assorted costs, and a service charge of \$10.00 is added to accounts that are referred to the collection service.

- Replacement Costs are as follows:
  - Laptop/Chromebook: \$350.00
  - Charger: \$25.00
  - Processing Fee: \$10.00

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Approved: July 2013  
Revised: December 7, 2022  
Reviewed: July 23, 2025



## Mobile Device Borrowing Agreement

*To borrow a laptop from the Library, you must agree to the following terms:*

### **Checkout and Return Procedures**

- Devices can only be checked out by an adult (18+) with a Richmond Public Library account in good standing.
- All devices are designated for a 14-day loan period and can be renewed up to 2 times if other patrons do not have a hold on the item.
- Devices must be checked out and returned to the circulation desk of the library you checked out the device.
- Laptops need to be brought back to the library to be renewed.

### **DO NOT RETURN LAPTOP IN A BOOK DROP**

*All devices must be returned in-person before the library closes on the date due.*

### **Use Policy, Files and Removable Media**

- I agree that by using a Library mobile device, I will adhere to the Library's Acceptable Use Policy and Internet and Electronic Information Policy, as well as all applicable local, state, or federal laws.
- I understand that the Library is not responsible for damage to files or removable media caused by viruses that may exist on the network or spread through the network.
- I understand that the Library is not responsible for any damage caused by use of a power supply or charging unit on non-Library owned equipment.
- I agree to save my files to removable media or online storage rather than the laptop's hard drive.
- I understand that all files saved on the laptop are erased when the laptop is restarted.
- I understand that the Library is not responsible for any personal data left on a device.

### **Failure to Return, Damage, Charges**

- I agree that I am responsible for and will have my Library account charged the full replacement cost of the device if it is not returned by the due date.
- I understand that mobile devices lost or not returned will be disabled and/or wireless service will be terminated, rendering them unusable.
- I agree to use ONLY the given power supply/charging unit with the Library device.
- I agree I will notify Library staff immediately if devices are damaged or defective upon receipt.
- I understand that I am personally responsible if the device is lost, stolen, or damaged.
- I agree to pay all repair/replacement costs resulting from damage or loss (including theft) of the device while it is checked out in my name.

- I understand that lost, stolen, and unreturned devices will be charged at the greater of full replacement cost or:

Device	Cost
Laptop/Chromebook	\$350.00
Charger	\$25.00
Processing Fee	\$10.00

My signature below confirms that I have read the Mobile Device Borrowing Agreement and I agree to abide by the terms. This agreement shall become effective as of the date of its execution and shall continue in effect for a period of one (1) year from the date of execution:

<i>Name (Please Print):</i>		<i>Library Card Number:</i>	
<i>Address:</i>	<i>City:</i>	<i>Zip Code:</i>	
<i>Phone:</i>	<i>Email:</i>		
<i>Signature:</i>	<i>Date of Execution:</i>		
<i>RPL Staff Signature/Date:</i>			