

LAPTOP LENDING POLICY

1. Patrons are required to have signed a Computer & Internet Acceptable Use Policy before checking out a laptop.
2. Patrons must be at least 18 years of age to check out a laptop.
3. Laptops may not be reserved in advance.
4. One laptop per user.
5. No food or drink is allowed while using the laptops.
6. Damage to the computer and/or its accessories will be assessed and charged accordingly. The borrower is responsible for all charges and replacement costs should the laptop or any of its parts be lost or stolen while checked out.
7. Laptops are only available for use within the library. Taking a laptop from the library building is considered theft and the replacement cost will be charged to the patron.
8. Full replacement cost of a laptop computer will be \$750.00.
9. All files should be stored on a USB drive or other medium prior to the return of the laptop to the checkout counter.
10. The library assumes no responsibility for files stored on the hard disk or the recovery of files accidentally left on the hard disk after the computer has been returned.
11. Laptops must be returned no later than one hour before the Library closes.
12. Laptops must be returned to the checkout counter, and the borrower must wait until a library staff member checks the laptop.
13. Failure to comply with this policy will result in loss of laptop borrowing privileges.