

## Laptop Lending Policy

Borrowers must present either: a valid driver's license, a valid photo or a school I.D. The I.D. will be held, at the Computer Service's Desk until the laptop is checked in by Library staff.

### Loan Period and Availability

- Laptops are checked out from the Computer Services Desk for 3 hours.
- Laptops may be renewed one time for one hour.
- Laptop lending will end one hour before WPL closes.
- Laptops must be returned 30 minutes before closing.
- Laptops are available on a first-come, first-served basis and cannot be reserved.
- A cardholder may borrow only one laptop per day.

### Late Fees and Liability

The borrower is financially liable if the laptop is lost, stolen or damaged. Fines and fees for laptops will be processed the same as fines and fees for other library materials.

For each hour or fraction thereof that the laptop is overdue. 20 minute grace period. No maximum fine.	\$10.00
Lost or damaged power cord.	Replacement cost + \$20 processing fee.
Damaged laptop.	Repair cost (up to replacement cost) + \$20 processing fee.
Lost or stolen laptop. (If laptop was stolen, the borrower is responsible for submitting a police report to the Library Director.)	Replacement cost of \$600 + \$20 processing fee

### Limitations on Laptop Use

- The borrower must not leave the laptop unattended. If an unattended laptop is retrieved by a staff member the borrower's laptop borrowing privileges will be suspended.
- A borrower's files will be automatically erased from the laptop when it is shut down. Therefore, borrowers wanting to preserve their files should save them to their own device.
- Computer Services staff is available to provide limited technical support.
- The Library assumes no responsibility for any damage to borrower's personal devices, software, files, and/or equipment. Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.
- The laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, you must comply immediately. Failure to comply may result in loss of computer privileges.
- The borrower adheres to the WPL Computer Use Policy, which is available at the Computer Service's Desk.

**Wheaton Public Library Official Policy 7/21/2014**

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