

Laptop Lending Policy

Gates Public Library

The Gates Public Library provides laptops for public use within the library. Laptops may be borrowed by patrons with a valid library card or photo identification. Patrons under 12 must be accompanied by an adult.

Laptops will be loaned to patrons upon request with priority given to tasks that cannot be completed on the library's public computers. Information on the operating system and installed software will be available upon request.

Laptops will be circulated with the following parts. If the laptop is returned without all of its parts a replacement fee may be charged for the missing parts.

Laptops are expected to be returned in good condition. When returned, the laptop will be checked by the Internet/Technology librarian. If the librarian determines that the patron has damaged the computer there may be a charge assessed against the patron's account equal to the cost of repair.

Laptops that are not returned will stay on the patron's account. Library staff will contact the patron to request return of the laptop. If the laptop is not returned the patron will be charged the replacement cost for the laptop and, if no action is taken the patron will be turned over the MCLS collection agency.

Adopted: February 20, 2019