



## **Laptop Lending Policy**

The Gates Public Library provides laptops for public use within the library; laptops may not leave the building. Laptops may be borrowed only by patrons who have a valid MCLS library card; if the card is not present they may show ID for a card look-up, but ID cannot otherwise be used to borrow a laptop. 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. Security software is installed on the laptops to prevent changes from being made to the machines, and staff will not disable this software for patrons, nor allow patrons to make any changes themselves.

Laptops will be circulated in a carrying case with AC power adapter/cable and a mouse. 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 librarian on duty at the Reference Desk and its battery will be charged. If the librarian determines that the patron has damaged the computer there may be a fee assessed against the patron's account equal to the cost of repair.

If the laptop is not returned, the patron will be charged the replacement cost for the laptop. If the patron does not then return the laptop or submit payment, the patron will be turned over to the MCLS collection Agency and be denied access to library borrowing until the account is cleared.

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