

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 512

Subject: Lending of Laptop Computers

The laptop computers owned by the Crawford County Library may be used inside library facilities through usual checkout with a valid library card for one hour. Off-site use by library staff and extension of time limit is up to the discretion and approval of the Library Director.

The first time a patron checks out a laptop, he or she must read and sign a policy agreement that is good for the life of the patron's library card. The form will be kept on file and the patron's account noted for subsequent checkouts. A parent or legal guardian must sign this agreement for a minor to checkout a laptop. Patrons must adhere to all Library Policies when using the equipment. The equipment, including any cords, rechargers, and protective covers, must be returned to a clerk at the Circulation Desk of the library. Under no circumstances should the laptop be returned to the bookdrop.

If such equipment is returned to the Crawford County Library damaged due to improper use, negligence, accident, or any reason other than normal wear and tear, the borrower will be responsible for repair or replacement cost of the equipment. Missing or stolen equipment must be replaced at the expense of the borrower.

Date	Patron card number
Name of Patron	Signature of Patron/Parent
Phone number	Email address

ADOPTED: October 10, 2013

REVIEWED: December 12, 2013; November 13, 2014

AMENDED: December 12, 2013; November 13, 2014