

Circulating Laptop Policy

Policy Statement

Laptop computers are available for check out to Sterling Municipal Library Patrons. Laptops are available for checkout with adult cards only and must only be used in the library building.

What is needed to borrow a laptop for use in the library?

The user must have a valid Sterling Municipal Library library card. The card must not be blocked for any reason, for instance, because the card has expired or the account has a balance of \$10.00 or more.

The library card and government issued picture ID must be presented at the time of checkout. A laptop will only be checked out to the cardholder. The government issued picture ID will be held at the circulation desk and returned when the laptop is checked in.

Only one laptop per person and per card may be checked out.

Loan Period

The loan period for using laptops in the library is two hours.

Return

Please return laptops to the Circulation Desk.

Fines and Fees

Overdue fines apply if the laptop is not returned by the end of the loan period. Fines are \$6.00 per hour up to a maximum of \$54.00. When maximum is reached the patron will be charged replacement cost of the computer.

The borrower agrees to return the laptop in the same order and condition as when received and, if such equipment is damaged or lost while on loan, agrees to reimburse the library for the cost of repair or the cost of the laptop. The laptop replacement cost is listed on the item record. A processing fee of \$50 also applies.

Removal of a Sterling Municipal Library laptop from the library will result in a replacement charge including processing fee for the laptop. Law enforcement officials shall be notified if a laptop is removed from the library.

Security

Laptops should not be left unattended. Users are responsible for the laptop checked out. The Library is not responsible for loss while checked out to the user.

Any tampering with security features of the laptop will result in suspension of borrowing privileges and/or fines. See *Internet Use Policy*. ([link](#))

No user files will be retained on the hard disk.