

Fairview Public Library Laptop Use Policy

The Fairview Public Library offers 6 HP Chromebooks for in-house use. Laptops will be loaned on a first come, first served basis and cannot be reserved.

- Patrons from the ages of 8 to adult can borrow laptops for use in the Library. Any adult (18 and over) must leave a current government issued photo ID with an address at the Circulation Desk while the laptop is being used.
- Children ages 8 through 17 can only sign out a Library laptop if a parent or guardian has signed a release form indicating that parent or guardian understands he/she will be financially liable for any damage to the Library laptop. All children who have a signed release on file must show their Library card which indicates laptop privileges.
- Patrons may borrow a laptop for 2 hours. If no other patron is waiting, the current user may use it for one more hour. Laptops are available for use inside the Library from Library opening until 30 minutes before closing time.
- Laptops must be examined by a library staff member prior to being loaned to a patron.
- Laptops must not be left unattended.
- Patrons may not erase any files that are on the laptops when received.
- Patrons will receive a laptop and power cord.
- Currently laptops are not set up to print.
- Laptops must be returned to the Circulation Desk.
- Failure to comply with any of the above rules will result in the patron's Library privileges being suspended immediately and/or in the future.
- Laptops may be periodically unavailable due to use for Library programming.
- The Library Director reserves the right to limit or restrict Library equipment usage.

Fee for Damage or Loss: The Fairview Public Library reserves the right to charge fees for damage or loss of the laptop and/or power cord, up to and including the current replacement cost.

Policy approved at the Library Board of Trustees meeting on September 25, 2017