



Library Laptop Use Policy

The Fairview Public Library offers 14 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 with a valid library card from any BCCLS library.
- Patrons are limited to one use per day unless there is availability. The Library Director or staff member may allow for additional visits.
- A 30-minute limit applies when there is a waitlist for computer use.
- 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 can print remotely; ask a staff person how to do this.
- 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