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## **Laptop Lending**

In order to provide patrons the option to use a computer with a camera and a microphone to participate in virtual meetings or events, or to use a computer in a library location outside the computer lab, the library will lend laptops for in library use.

1. Laptops are for in-house use only and must remain inside the library. Laptops may not be used under the portico outside the Main St. entrance.
2. Patrons ages eighteen (18) and over with a library card in the Portage Library Consortium are permitted to borrow a laptop. Patron accounts must be current (not expired) and in good standing (not blocked). In addition, a photo ID will be requested and kept on file until the laptop is returned.
3. Laptops may be borrowed for a maximum of two (2) hours daily. Patrons are limited to one laptop check out per day.
4. Laptops are loaned on a first-come, first-served basis. Reservations may be requested up to seven (7) days in advance by contacting the Adult Services Information Desk.
5. Limited technical support is available. Borrowers are expected to have familiarity with computers.
6. Laptops must be kept in the possession of the borrower at all times. Do not leave a laptop unattended.
7. Laptops should be returned to library staff in the same condition they were loaned.  
When borrowing a laptop, patrons should visually inspect and report any damages to staff upon check out.
8. Laptops must be returned within 15 minutes of library closing.
9. Laptop borrowers are subject to fines and fees for the replacement, loss, and/or damage to the laptop and any laptop accessories.
10. Failure to return the laptop will result in a fine of the value of the laptop. Failure to return laptop accessories will result in fines equal to the value of the missing accessory.
11. Removing a laptop from the building may be considered theft, and the library reserves the right to prosecute to the fullest extent of the law.
12. Borrowers should save any files, downloads, or other personal information to a personal USB device. All files and downloads will be deleted when the session expires.
13. Laptop borrowers are subject to the library's Acceptable Use Policy.