

# Anderson Public Library

## Laptop Borrowing Policy

### Checkout

Laptops may be checked out for in-house to Anderson Public Library card holders without fees or overdue items. Customers with short-term library cards are not eligible to check out laptops.

Customers may check out one (1) laptop at a time.

### Fees and Liability

The customer is responsible for ensuring that the laptop is in working order and without physical damage when it is checked out.

If, for any reason, a laptop is not returned by the time the library closes on the day that the device was checked out:

- The customer's account will be charged a replacement fee for the full retail price of the laptop.
- The customer's account will be charged a processing fee.
- The customer's account may be turned over to a collection agency.

Laptops must be returned in the condition in which they were borrowed with all cords and accessories. If a laptop and/or any of the accessories are returned damaged, the customer will be charged a repair or replacement fee (up to the full retail price of the item) plus a \$10 non-refundable processing fee. If any of the laptop accessories are not returned, the customer will be charged a replacement fee for the full retail price of the item plus a \$10 non-refundable processing fee.

Laptops must be returned to a staff member at the Circulation desk. If a laptop is returned in the drop box, the customer will be charged a \$25 fee plus any applicable repair or replacement fees (up to the full retail price of the items) for any damage plus a \$10 non-refundable processing fee.

Any apps, eBooks, music, videos, software, or other media purchases made by the customer while using the laptop will not be reimbursed by the library and, if applicable, will be deleted upon reboot or return of the laptop.

### Disclaimer

The library is not responsible for damage to any removable drive or storage device (i.e. CD/DVD, flash drive, memory card) or loss of data that may occur due to improper use of the laptop or in the event of malfunctioning hardware or software.

Adopted by the Board of Trustees 12/19/12, 6/13.  
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**Anderson Public Library**

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