

Laptop Lending Policy

The purpose of this policy is to insure safe and equitable use of the library's laptops.

This service offers CWMARS library card holders in grade 6 to adults the option to check out a laptop for use inside the Northborough Free Library and outside on library property. All laptops have wireless internet access, Microsoft Office software, and web browsers. Laptops circulate with a carrying case, and power cord/adaptor. Computer mouses and earphones will be loaned upon request.

1. Laptops may be checked out to CWMARS library network card holders who meet the following requirements:
 - a. 18 years of age or older (minors in grade 6 and up will need to have a parent or legal guardian check the laptop out on the respective adult's library card).
 - b. Maintain a library account in good standing (no fines or overdue materials in excess of \$10.00)
2. Laptops are available for check-out at the Adult Services desk. They can be reserved for same day use. Laptops circulate for up to three hours at a time with the option of one additional three hour renewal that day, if no one is waiting.
3. Laptops are loaned for in library use or on library property use only.
4. Laptop use is non-transferrable. Borrowers must maintain the laptop in their immediate possession at all times. Laptops must not be left unattended.
5. The last laptop checkout will be 60 minutes before the library closes and all laptops must be returned 15 minutes prior to closing.
6. The laptop has printing capability. Staff will give the borrower instructions for using the PrinterON application so that the borrower can send print jobs to the library printer.
7. Borrowers must comply with the Northborough Free Library's Computer and Internet Use Policy.
8. All personal data and browsing history are erased when the laptop is shut down.
Files should be saved to a flash drive or emailed to oneself in order to prevent data loss when the laptop reboots for the next borrower.

9. When returning the laptop, the borrowers should leave the laptop on and return the laptop directly to a staff member in the Adult Services department. The borrower must wait until the staff person checks the laptop to determine that all the equipment has been returned, is in working order and in the same condition as when it was checked out. Laptops need to be returned promptly at the end of the borrowing period.
10. Non-compliance with these policy requirements may result in the termination of laptop borrowing privileges.