



Mendon Public In-library Laptop Check Out Policy

The Mendon Library offers a laptop for patrons to use while in the Library. The perfect solution for group projects or simply because you would rather use a computer while sitting in a chair in the library.

- By using the laptop you are agreeing to the Library's Internet Use Policy.
- A library card in good standing and a current photo ID are required for checkout of a laptop. The photo ID will be held at the circulation desk while using the laptop.
 - Children under the age of 15 must have a guardian's permission to check out a laptop. The guardian is responsible to make sure the laptop is returned in excellent working condition. The guardian's photo ID will be held at the circulation desk.
- All laptops must stay within the Mendon Public Library
- The laptop can connect to our wireless network.
- The laptop has Microsoft Word, Excel, and PowerPoint installed.
- All work must be saved to removable media; no work may be saved on the laptop hard drive. The library is not responsible for any malfunctioning removable media, nor for personal information left on the laptop.
- Patrons may not install software or tamper with the laptops.
- You are allowed up to 2 hours per day on a laptop, additional time may be granted at the discretion of the staff, providing others are not waiting for a laptop. If a laptop is not returned, it will be considered stolen and reported to the police. Charge for a stolen, damaged, or misplaced laptop is \$400. A \$50 replacement fee will be charged for any missing or damaged peripherals, including batteries.
- Tampering with the software or attempting to modify or bypass the security functions is prohibited.
- You are responsible for the laptop. To protect yourself please be in possession of the laptop at all times.
- Laptops are available until one hour prior to the library closing time. The Laptops must be returned 15 minutes prior to closing time. All laptops will be loaned out on a first come, first serve basis.
- As with any electronic equipment, staff cannot monitor children's activities. It is the guardian's responsibility to oversee activities.