

Wayne County Public Library Laptop Loan Policy

The following policy shall provide guidelines for loaning laptops to Wayne County Public Library patrons for use in the library building.

- Laptops are available on a first come, first served basis.
- In order to check out a laptop, patrons must be 16 years of age or older, provide a valid picture ID, and have a current Wayne County Public Library card. Staff will check out the laptop to the patron's account and hold their ID at the Reference Desk until the laptop is returned.
- Laptops may be used inside the library during normal business hours.
- Staff members will set up the laptop. Patrons may use a wired mouse and charger with the laptop—ask Reference staff for these accessories if needed.
- **Laptops cannot be left unattended or removed from the building.** Patrons need to bring laptops to the Reference Desk to hold if they need to step away for any length of time.
- In order to listen to audio, patrons must bring their own headphones or may purchase earbuds at the service desk.
- Patrons cannot tamper with or alter the hardware or software of the device in any manner. If the user has technical difficulties, they are to let the Reference Staff know as soon as possible.
- Patrons may print from the laptops for a fee.
- Patrons may not use library computers to engage in any illegal or malicious activities. Computer, device, and WiFi users must abide by the library's expectations of behavior.
- Materials borrowed (laptop, mouse, charger) must be returned to the Reference Department before end of the business day on the date of checkout. The patron's ID will be returned when the laptop is checked in.

Any violation of these rules may result in the loss of laptop privileges.