



Laptop Checkout Policy

The Fitchburg Public Library is pleased to offer a laptop checkout service to patrons of the library. Laptops may be checked out for study, work, and recreational purposes.

Laptops are available for checkout to Library patrons aged 16 or older. Laptops are available on a first-come, first-served basis, and may not be reserved in advance. Patrons may check out up to two laptops and accompanying accessories on one library account. Patrons must show a photo ID in order to check out a laptop. Patrons without library cards may still borrow laptops, but their photo ID must be left at the Information Desk while the laptops are in use.

Laptops are for in-library use only, and are not permitted off Library property. Laptops removed from Library premises will be considered stolen, and law enforcement will be contacted.

Patrons assume liability for damage to the laptop and accessories. Patrons will be billed replacement costs, and may lose library privileges for any damaged, lost or stolen laptops or accessories.

Patrons agree to abide by the Library's [Computer and Internet Use Policy](#) while using a Library laptop.

Patrons may not add, alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration. Patrons should use a flash drive to save their work. Patrons are responsible for deleting personal files before returning laptops.

Printing is available from Library laptops; standard printing charges apply.

Patrons must report problems with laptop hardware or software immediately. Troubleshooting may be performed by Library staff only.

Approved by the Fitchburg Public Library Board on June 19, 2019