

# Laptop Checkout Policy



Laptops are available to Mount Vernon Public Library Cardholders over the age of 18 and in good standing (fines of \$10 or less) with the library.

Each cardholder may borrow only one laptop at a time.

Laptops are located at the circulation desk and are checked out on a first come, first serve basis, no reservations can be made in advance.

Laptops are checked out for 21 days and cannot be renewed.

The laptops must be returned in person to the Circulation Desk by the close of the library on the due date. (Mon.-Thurs. 8:30pm, Friday 6pm, Saturday 5pm, & Summer Saturday July/Aug. 1pm). Do not put laptops in the book drop. If drop off is during curbside only times please call the circulation desk for a staff member to come to the lobby to meet you and retrieve the item.

If the Laptop is returned late, a fee of \$10 per day will be charged.

If a laptop is returned damaged or lost, the replacement fee is \$300.

Patron's Name: \_\_\_\_\_ Laptop #: \_\_\_\_\_

Your Signature below indicates that you have read, understood and agreed to the above policies.

X

Date Picked Up: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Checked Out by: \_\_\_\_\_ Checked in by: \_\_\_\_\_