

ANDERSON PUBLIC LIBRARY LAPTOP AND IPAD BORROWING POLICY

Checkout

Laptops and iPads may be checked out for in-house Anderson Public Library card without fees or overdue items. Customers with short-term library cards are not eligible to check out laptops or iPads.

Customers may check out one (1) device (either one laptop or one iPad) at a time.

Fees and Liability

The customer is responsible for ensuring that the laptop or iPad is in working order and without physical damage when it is checked out.

If, for any reason, a library-owned laptop or iPad is not returned by the time the library closes on the day that the device was checked out:

- The customer's account will be charged a replacement fee for the full retail price of the laptop or iPad
- The customer's account will be charged a processing fee
- The customer's account may be turned over to a collection agency

Laptops and iPads must be returned in the condition in which they were borrowed with all cords and accessories. If a laptop or iPad and/or any of the accessories are returned damaged, the customer will be charged a repair or replacement fee (up to the full retail price of the item) plus a \$10 non-refundable processing fee. If any of the laptop or iPad's accessories are not returned, the customer will be charged a replacement fee for the full retail price of the item plus a \$10 non-refundable processing fee.

Laptops and iPads must be returned to a staff member at the Circulation desk. If a laptop or iPad is returned in the drop box, the customer will be charged a \$25 fee plus any applicable repair or replacement fees (up to the full retail price of the items) for any damage plus a \$10 non-refundable processing fee.

Any apps, eBooks, music, videos, software, or other media purchases made by the customer while using the laptop or iPad will not be reimbursed by the library and, if applicable, will be deleted upon reboot or return of the laptop or iPad.

Disclaimer

The library is not responsible for damage to any removable drive or storage device (i.e. CD/DVD, flash drive, memory card) or loss of data that may occur due to improper use of the laptop or iPad or in the event of malfunctioning hardware or software.

Adopted by the Board of Trustees 12/19/12, 6/13. Revised 01/18/17, 1/17/18 and 8/15/18. Reviewed 01/16/2019. Revised 1/19/2022.