



PUBLIC
LIBRARY

2010 WISCONSIN LIBRARY OF THE YEAR

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Policy for In-Library Use of Library-Owned Laptops

- Laptops will be loaned to South Central Library System cardholders in good standing (i.e. cards not blocked) 14 years of age and older. Laptops will be available on a first-come basis, first served basis. They cannot be reserved ahead of time.
- Borrowers must leave two forms of identification, including one with their picture, with the front desk staff. Credit cards will not be accepted as identification.
- Laptops will be lent for a period of up to two (2) hours.
- Laptops not returned on time will be subject to a late fee of \$15 per hour.
- Laptops must be returned to the front desk thirty minutes before the Library closes.
- Payments of late charges should be made at the Library Circulation Desk.
- Laptops are to be used in the Library only. Removal of laptops from the Library will be considered theft.
- Borrowers may not install software on the machines.
- Borrowers may not alter, delete, or copy any software loaded on the laptop.
- Printing is not directly available from laptops. For printing options, see staff
- Audio or video files must be played with headphones provided by the patron.
- The user bears responsibility for damage to the laptop due to neglect, abuse or loss. Replacement cost for a laptop computer is \$1000.
- Failure to comply with these policies will result in loss of computer borrowing privileges.
- Use of Library-owned laptops is subject to all other Library computer use policies.

Adopted by Monona Public Library Trustees on May 19, 2009.