Laptop and Laptop Accessories Lending Policy

Borrowers must present either: a valid driver's license, a valid photo or a school ID. The ID will be held at the Tech Center Desk until the laptop is checked in by Wheaton Public Library (WPL) staff.

Loan Period and Availability
- Laptops and accessories are checked out from the Tech Center Desk for 3 hours.
- Laptop lending ends one hour before WPL closes.
- Laptops must be returned 30 minutes before closing.
- Laptops are available on a first-come, first-served basis and cannot be reserved.
- A cardholder may borrow only one laptop per day.

Liability
The borrower is financially liable if the laptop and/or accessories are lost, stolen or damaged.

Liability Type	Cost of item	Processing Fee	Total Fee
Damaged laptop	Repair cost (up to replacement cost)	$5	**Variable**
Lost or stolen laptop*	$600	$5	**$605**
Lost or damaged power cord	$40	$5	**$45**
Lost or damaged Battery Chargers (Accessory, borrowed separately from laptop)	$85	$5	**$85**

*If laptop was stolen, the borrower is responsible for submitting a police report to WPL Director

Limitations on Laptop Use
- The borrower must not leave the laptop unattended. If an unattended laptop is retrieved by a staff member, the borrower's laptop borrowing privileges will be suspended.
- A borrower's files will be automatically erased from the laptop when it is shut down. Therefore, borrowers wanting to preserve their files should save them to their own device.
- Tech Center staff is available to provide limited technical support.
- WPL assumes no responsibility for any damage to borrower's personal devices, software, files, and/or equipment. Tampering with WPL equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.
- The laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, you must comply immediately. Failure to comply may result in loss of computer privileges.
- The borrower adheres to the WPL Computer Use Policy, which is available at the Tech Center Desk.

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