Acushnet Public Library
232 Middle Road
Acushnet, MA 02743
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Laptop Loan Program Policy

The Acushnet Public Library is pleased to offer a laptop computer checkout service. Laptops are available for check out at the Information Desk and are for in-library use only. Laptops may not leave the building.

Guidelines for Use
- Patrons who have a valid SAILS library card with fines or charges not in excess of $10 are entitled to borrow a Library laptop computer.
- The library card must be presented at check out, as well as a photo ID. Guest passes will not be issued for laptops.
- Patrons must be 18 years of age or older to borrow a laptop.
- A patron may borrow only one laptop at a time.
- Any laptop equipment malfunctions should be reported immediately to library staff.
- Laptops may not be left unattended. The library will not be responsible for a lost or stolen laptop even when it is used within the library.
- All patrons must read and agree to abide by the Library's Public Computer Use Policy.

Time Limits for Laptops
- Laptops are available on a first-come, first-served basis at the Information Desk.
- Holds or advance bookings are not available.
- Laptops will be checked out to patrons and will be due back at the Information Desk within two hours. There is no time management software on laptops. It is the patron's responsibility to monitor the time.
- Renewals must be conducted in person with the laptop in hand and depend on availability.
- Laptops stop circulating one hour before the library closes, and they must be returned to the Information Desk 30 minutes prior to closing.
- Upon returning, patrons will be required to wait while the laptop computer is checked to ensure it is intact.

Fines, Replacement/Damage Fines and Fees
- An overdue fine of $10 per hour will be applied to the patron's account if the laptop is not returned within the two hour timeframe.

- The user assumes full financial responsibility for a lost, stolen or damaged laptop. A repair fee will be levied for damaged laptops based on the cost of repairs. Replacement fees for the laptop computer, power cord and adapter will be charged at current cost.
- The library does not offer wireless printing. Patrons who need to print can borrow a flash drive at the Information Desk. Documents will then be printed at the Information Desk. All user files will be immediately deleted from the library's flash drive. Additionally, patrons can log onto a desktop computer and print their documents there. The cost for printing from all computers is .10 for B&W and .25 for color. Double-sided prints count as two printed pages.

Personal Software and Storage
- Personal software programs may not be used on any of the public computers, including laptops.
- If patrons wish to save files, they may use their own storage device. The Library is not responsible for damage to a patron's storage device or for any loss of data, damage or liability that may occur from a patron's use of the Library's computer network (wired or wireless).

Approved by the Library Board of Trustees, July 26, 2018