



Stevens Memorial Library  
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### Laptop Lending Policy

In order to provide a broader spectrum of technological services to its patrons, the Stevens Memorial Library permits in-house use of a laptop computer designated for this purpose. This computer circulates under the following guidelines:

- Initial checkout will be for two hours. The library will automatically extend this time limit if no one is waiting. The library reserves the right to limit the time per patron, per day, that the laptop may be borrowed.
- The laptop must be returned thirty (30) minutes before the library closes. Patrons who borrow the laptop less than two and a half hours before close will have their loan period shortened accordingly.
- The laptop is available to C/W MARS cardholders in good standing aged twelve (12) and older. "In good standing" means that the patron has no lost items on her/his account and owes less than \$10 in fines.
  - The laptop is available on a first come, first served basis and cannot be reserved ahead of time. Its condition will be inspected each time that it is checked out and returned. Damage will be noted accordingly.
  - Patrons under 18 will be required to submit a form signed by a parent or guardian assuming full financial responsibility for the cost of repair or replacement, whichever is less, due to neglect, loss, abuse, or physical damage.
  - All patrons will sign a form assuming responsibility for the laptop when they check it out the first time. That form will be kept on file for future circulations.
  - Each time a patron checks out the laptop, s/he will leave her/his driver's license or other form of photo ID with the circulation staff. Minors without such identification can submit that of their parent or guardian. Identification will be returned upon return of the laptop.
- Under no circumstances may the laptop leave the library building.
- By borrowing the laptop, the patron assumes complete responsibility for the safety and condition of the laptop and any accessories borrowed along with it for the entire duration of the circulation. If a patron must leave her/his seat to use the restroom, take a phone call, or for some other reason, s/he should leave the laptop in the custody of library staff at the circulation desk temporarily.
- The library is not responsible for any personal information or property that may be compromised as a result of the use of this device.
- Patrons who disregard any portion of this policy may be banned from further laptop use.