

Laptop Lending Policy

Laptops can be loaned to Hopkins County – Madisonville Public Library system cardholders over the age of 18 with a library account in good standing (***NO OVERDUE MATERIALS OR FINES***)

Laptops are available on a first come first serve basis. They cannot be reserved ahead of time. They are also subject to availability due to computer classes or other library programming.

Borrowers must leave their library card and photo ID with the back desk.

Laptops cannot be lent until the borrower has read and signed the “Laptop Computer Loan Agreement Form”.

A laptop computer will only be lent for a period of up to 2 hours. Sessions will be timed on the computer.

Laptops not returned on time will be subject to a late fee of \$10 per hour. Payments of late charges will be added to your library record and must be paid before lending privileges will be reinstated. Payments may be made at either desk.

Laptops must be returned to the back desk at least 30 minutes before library closing.

Library Hours:

Monday-Thursday 10am-7pm

Friday and Saturday 10am-5pm

Sunday 2pm-4pm

Laptops may be used “inside Library only”. Removal of laptops from the library will be considered theft and prosecuted.

The user bears responsibility for damage to the computer due to neglect, abuse, loss or physical damage. Replacement cost to repair or replace damaged laptop will be determined according to pricing available at that time. There will be a \$100 flat fee for labor charges that the library will incur if repairs are necessary.

Printing fees will apply to all laptop print-outs. These fees will be the same as printing from the regular internet stations (.25 for b/w, .50 for color). Fees are payable at the Xerox machine in the Reference Room.

Any documents saved on the laptop will be lost immediately upon the return of the computer. Any data you wish to save may be saved to your flash drive or CD, email or printed. CDs are available to purchase from the back desk for \$2

Failure to comply with these policies will result in loss of computer and library privileges.