

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 512**

#### **Subject: Lending of Laptop Computers**

The laptop computers owned by the Crawford County Library may be used inside library facilities through usual checkout with a valid library card for one hour. Off-site use by library staff and extension of time limit is up to the discretion and approval of the Library Director.

Patrons must adhere to all Library Policies when using the equipment. The equipment, including any cords, rechargers, and protective covers, must be returned to a clerk at the Circulation Desk of the library. Under no circumstances should the laptop be returned to the drop box.

**If such equipment is returned to the Crawford County Library damaged due to improper use, negligence, accident, or any reason other than normal wear and tear, the borrower will be responsible for repair or replacement cost of the equipment. Missing or stolen equipment must be replaced at the expense of the borrower.**

**ADOPTED:** October 10, 2013

**REVIEWED:** December 12, 2013; November 13, 2014; March 11, 2021

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