

Laptop Lending Policy

Purpose

The Dunstable Public Library (DPL) Laptop Lending Program supports digital access, education, employment, and personal needs by providing laptops for short-term use to library patrons.

Eligibility

- Borrower must be **16 years or older**
- Must hold a **DPL library card** in good standing
- Library card must be registered to a **local resident**
- Limit **one laptop per household** at a time

Loan Options:

In-Library Use

- Available for use **within the library only**
- Loan period: **up to 4 hours** or **same-day use**
- Laptops must be returned to the circulation desk before closing

Extended Loan

- Loan period: **7 days (one renewal)**
- Laptops must be returned by the due date and time listed at checkout

Availability of loan types may vary based on demand.

Borrowing Rules

- Laptops must be checked out and returned at the circulation desk
- Laptops may not be transferred to another user
- Borrowers are responsible for the laptop and accessories (charger, case) for the entire loan period
- Laptops must be returned in the same condition as issued, allowing for normal wear

Fines, Fees, and Liability

- There are **no daily overdue fines**
- A replacement fee will be charged if:
 - The laptop is not returned within **14 days** of the due date
 - The laptop or accessories are lost or damaged beyond normal wear
- Borrowers are responsible for the **full replacement cost** of lost or damaged equipment

The library is not responsible for:

- Files saved or lost
- Personal information stored on the device
- Any damage caused by misuse

Acceptable Use

- Borrowers must comply with the library's **Acceptable Use Policy**. Laptops may not be used for illegal activities or to violate copyright, privacy, or other applicable laws.

Privacy

Laptops are configured to protect patron privacy; however, borrowers are strongly encouraged to log out of all accounts and save personal files to external storage. The library cannot guarantee complete data security.

Policy Violations

Failure to comply with this policy may result in:

- Suspension of laptop borrowing privileges
- Library account restrictions