

Whitehall Public Library Policies

Title	In-House Laptop Circulation
Date Approved	10/8/2014
Amended	1/12/2022
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Purpose:

The Whitehall Public Library provides laptop computers for use within the Library in addition to desktop computer stations. This allows library users to use a computer and access the internet from anywhere within the library. Laptops must remain inside of the Library, and may not be taken out into the lobby, community room or rest room areas.

Statement of Policy:

Eligibility to borrow laptops:

Library cards

- A patron must be 16 years old or older to borrow a laptop within the Library.
- ⊖ A patron must have his own valid library card from any public library in Allegheny County.

Denying Access:

A patron may be denied access if they have violated library policies in a way that would indicate a suspension of computer access, or unacceptable use.

Borrower's Agreement

- Patrons must fill out a Borrower's Agreement each time they borrow a laptop.
- By signing the Laptop Borrower's Agreement, the patron accepts responsibility for the repair or replacement of the laptop in the event of loss, theft or damage.

Session Standards:

Laptops may not be reserved and will be available on a first-come-first-served basis. Laptops will be loaned for 2 hours per session, with renewals at the discretion of the Library.

Returning laptops

Borrowers must return the laptop and all accessories (power cord, battery) to the desk at the end of the loan period. Laptops must be returned by closing, even if that does not allow for a full 2 hour checkout.

Laptops not returned more than two hours after their allotted return time may considered lost or stolen.

Borrowers will be billed the replacement cost of lost or stolen materials.