



In-house Laptop Loaning Policy

Polk County Public Libraries residential adult cardholders 18 years of age or older, in good standing, may borrow a laptop for use in-house. "Good standing" is defined as an account having fines and fees of less than \$20.

The cardholder must present his /her actual library card. In addition, a photo ID with current address is required. It is not permissible to present someone else's ID or check out the laptop to anyone other than the cardholder. The physical library card will be held with the checkout agreement form for the duration of equipment use and returned to the patron when the laptop is returned.

Only one checkout of a laptop per day per cardholder is permitted regardless of total time actually used. In-house laptop loan periods are for up to 3 hours or less depending on library hours and time of use. Laptops are available for reservation. Laptops not reserved are available on a first-come first-served basis. The last checkout time is 1 hour prior to closing. The laptop must be returned to a staff member at the desk for check in at least 15 minutes prior to closing. Laptops must be returned directly to a staff member and may not be left at the desk when no staff are present.

Once the laptop is checked out to the cardholder's account, it becomes the sole responsibility of the cardholder. The laptop must remain inside the library and in the possession of the user. Do not attempt to troubleshoot problems with the laptop. Please report any problems, loss or damage to a staff member. Cardholders are responsible for complying with the [Computer Use and Internet Safety Policy](#), available on request. If a laptop is returned damaged, the cardholder will be charged repair or replacement fees up to the full cost of the equipment. The Libraries reserve the right to refuse service to anyone who abuses equipment or is repeatedly late in returning a laptop.

Laptop Content

Content will be returned to the library's default content choices at the end of each use. Any content added by the cardholder during their loan period will be lost. "Content" includes, but may not be limited to, apps, downloaded material, photos, videos, website shortcuts, and text files.

Approved by the Polk County Public Libraries Board of Trustees and Polk County Commissioners

Approved: 8/18/2025