

Laptop Lending Policy

The Library has two wireless Windows 10 laptops purchased by the Friends of the J. V. Fletcher Library, Inc. for use by the public. Anyone aged 14 and older may use the laptops. The laptops may not leave the library. The laptop will have a charged battery, but patrons are encouraged to use the electrical outlets available in the space.

In order to check out a laptop for in-house use, a valid picture identification card (student identification card, driver's license, or state identification card) must be left with the Information Services Librarian at the Information Services Desk. The identification will be secured in the Information Services office until the return of the laptop.

The laptop may be used for two hours at a time. If no one is waiting to use a laptop, the laptop may be renewed for another two hours.

Printing is not available on the laptop, but documents may be sent to one's email for printing at the public computer.

Use of the laptop may not be transferred to another patron, without appropriate return of the equipment.

The laptop must be returned to the Information Services Librarian at the desk no later than 15 minutes prior to closing. Once the librarian has confirmed that the laptop has been returned in satisfactory condition, the patron's identification will be returned.

APPROVED by the Board of Library Trustees 8.11.2025.