



LENDING LAPTOP RULES & PROCEDURES

- **Loan period is from time of checkout until 30 minutes prior to NPL close of business the same day.**
- Police will be notified if laptop is not returned on time.
- Borrower must be 18 years of age or older.
- Borrower must read and sign the Novi Public Library Laptop Borrower Agreement.
- Laptop is checked out for the day on a valid TLN library card that is not blocked in the Shared System.
- Only one laptop may be checked out per library card.
- Borrower must provide valid driver's license or state issued photo ID for duration of loan period.
- Laptop may only be used inside the Library building or on the gated back patio.
- Laptop may not be taken into restrooms.
- Report damage or problems of any kind to Library staff at any service desk.
- Cost for loss, theft, or damage may be approximately **\$1,200.00** (see schedule of Loans, Fines and Fees).
- **Borrower accepts full responsibility for and agrees to pay for any loss, theft, or damage to the laptop.**