

## **Laptop Loan Policy**

1. Laptops may be checked out to GHPLD cardholders and registered reciprocal borrowers who are 18 years of age or older.
2. All laptop users must abide by the Computer and Internet Use Policy and all other applicable policies.
3. A valid form of identification will be kept at the Circulation Desk while the laptop is in use.
4. Laptops can be used inside the Library only.
5. The user agrees to assume any and all liability for the cost, repair, or replacement in the event of loss due to theft, damage, negligence, or misuse. Users will be required to pay the actual replacement costs. Under no circumstances shall a laptop be left unattended in the Library. Equipment malfunctions must be reported to Library staff immediately.