



## **Laptop Kit Circulation Policy**

Kits containing a laptop and wireless hotspot are available to the public for checkout.

### **I. Circulation Procedures**

- The loan period for Laptop Kits is 10 days.
  - The laptop and hotspot will be deactivated if the loan period expires, rendering the items useless. The kits are clearly marked with this notice.
- Only one kit per patron card may be checked out at a time (Metro/M-Lite cards only)
- Patron must be 18 or older with an account in good standing (staff may request to see the patron's ID if birthdate is not listed in patron account)
- There are holdable and Quickpick kits available.
- Laptops have internet capabilities only, and are not equipped with additional software like Word or Excel.
- A user agreement appears when the laptop is turned on stating the kit's replacement cost and that the kit must be handed directly to a staff member upon return.
- Laptops ready for circulation will be stored behind the Circulation Desk.

### **II. Return Procedures**

- Anything saved to the laptop will be cleared each time the patron ends their session, so there is no software reset process when the kit is returned.
- Laptop Kits may only be returned to Hiawatha Public Library and cannot be returned to any other MLN materials return locations.
- The Laptop Kit must be returned directly to a Hiawatha Public Library staff member to account for all of the kit pieces and to ensure that they are still in working order.
- The individual pieces of Laptop Kits must stay all together. Pieces cannot be mixed with other kits.
- Laptops having technical issues will be marked unavailable and given to the appropriate staff member for repair.

Adopted by the Hiawatha Library Board 5/24/23