



## Laptop Checkout Policy

The Fitchburg Public Library is pleased to offer a laptop checkout service to patrons of the Library. Laptops may be checked out for study, work, and recreational purposes.

Laptops are available for checkout to Library patrons aged 16 or older. Laptops are available on a first-come, first-served basis, and may not be reserved in advance. Patrons may check out up to two laptops and accompanying accessories on one Library account. Patrons must show a photo ID in order to check out a laptop. Patrons without Library cards or with blocked accounts may still borrow laptops, but their photo ID may need to be left at the Circulation Desk while the laptops are in use.

Laptops are for in-Library use only, and are not permitted off Library property. Laptops removed from Library premises will be considered stolen, and law enforcement may be contacted.

Laptops cannot be checked out within 30 minutes of closing. Laptops must be returned no less than 15 minutes before closing.

Patrons assume liability for damage to the laptop and accessories. Patrons will be billed replacement costs, and may lose Library privileges for any damaged, lost or stolen laptops or accessories.

Patrons agree to abide by the Library's [Computer and Internet Use Policy](#) while using a Library laptop.

Patrons may not add, alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration. Patrons should use external storage methods to save their work.

Printing is available from Library laptops; standard printing charges apply.

Patrons must report problems with laptop hardware or software immediately. Troubleshooting may be performed by Library staff only.

*Approved by the Fitchburg Public Library Board on August 20, 2025*