



Laptop Check-out Policy

- Laptops are fragile. Do not drop, expose to heat/cold, abuse the keyboard/touch pad, expose to moisture, or physically abuse the Laptop in any way. If the Laptop is returned damaged or dirty, future Laptop checkouts to that household may be denied.
- Especially during COVID-19 restrictions, library staff can only provide limited help with the Laptops and only over the phone.
- One Laptop per household at a time. Laptops check-out for 21 days. A Laptop may be renewed once if no one is waiting.
- If the Laptop is more than three days overdue, you will be charged the replacement cost of the Laptop, power cord, and case.
- Each Laptop comes with a power cord, case, and quick-start guide.
- Laptops are available for checkout by an adult with a Central Virginia Regional Library card in good standing.
- Laptops must be checked out from and returned to the Buckingham County Public Library.
- Use of a Laptop is subject to the terms of the Central Virginia Regional Library Internet Policy.
- Parents/guardians are responsible for the use of the Laptop by minors.
- Any attempt to alter data or the configuration of the Laptop is strictly prohibited and may be considered an act of vandalism subject to full replacement cost.
- **The library reserves the right to take away privileges for the checkout of items, including laptops, if these guidelines are not followed.**

Disclaimer

- Central Virginia Regional Library is not responsible for personal information shared over the Internet or for information and websites accessed using the device, or any misuse, harm or any other result due to the use of the Laptop.

Fees

- Laptops are completely free to borrow – just return the Laptop on time.
- The following fees apply to lost/stolen/damaged Laptops and accessories:

Lost / damaged Laptop	\$495
Power Cord	\$60
Case	\$25



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I hereby agree to follow the Central Virginia Regional Library Laptop Policy and to pay any and all fees due to a lost/stolen/or damaged Laptop charged to my account.

Patron Name (Print)

Patron Signature

Date:

Phone number

Staff initials
