



Haverhill Public Library: Laptop and Hotspot Lending Policies

Laptop Lending Policies

- One laptop may be checked out to anyone with a Haverhill Public Library card in good standing
- The lending period for laptops will be 2 days
 - Laptops cannot be renewed, it is possible they can be checked back in and out again if no one else is waiting on them (at the discretion of staff)
- Laptops must be returned in the same working condition as when checked out or patron will face replacement fees (staff will check each item before checking out and when checking in)
- Lost, damaged, stolen laptops must be replaced by the patron for the cost of \$250
- If returned late, a \$5 fee per day will be charged to the patron's account

Patrons may borrow the laptops within the library building. If doing so they must check them out to their card, or leave behind a valid photo ID at the Reference Desk to ensure their return. If a laptop is lost, stolen, or damaged within the building the patron is still responsible for the cost of replacement.

Hotspots Lending Policies

- One hotspot may be checked out to anyone with a Haverhill Public Library card in good standing
- The lending period for hotspots will be 2 days
 - Hotspots cannot be renewed, it is possible they can be checked back in and out again if no one else is waiting on them (at the discretion of staff)
- Hotspots must be returned in the same working condition as when checked out or patron will face replacement fees (staff will check each item before checking out and when checking in)
- Lost, damaged, stolen hotspots must be replaced by the patron for the cost of \$35
- If returned late, a \$5 fee per day will be charged to the patron's account

Patrons may borrow the hotspots within the library building. If doing so they must check them out to their card, or leave behind a valid photo ID at the Reference Desk to ensure their return. If a hotspot is lost, stolen, or damaged within the building the patron is still responsible for the cost of replacement.

Laptops and hotspots cannot be returned via book drops or the automated returns handler. They must be returned to a staff member. *

Patrons may only check out one (1) laptop and one (1) hotspot per household at any time. Any patron who loses/destroys/damages a laptop or hotspot may be barred from checking any out in the future, even if they replace the cost of the damaged item.

*While social distancing, a patron should call the library and let us know they have arrived to return a laptop or hotspot and staff will meet them outside.

May 2020