

NorthEast-Millerton Library  
Laptop policy

NorthEast-Millerton Library's laptops can be checked out by Town of Northeast or Village of Millerton residents that are 18 years or older with an MHLS card in good-standing. Loan period is 14 days, with no renewals, 1 per family on a first-come, first-service basis. The device must be returned to the circulation desk at the NorthEast-Millerton Library. Laptops will be considered stolen after 20 days after the due date and the authorities may be notified.

There will be no fee to borrow the laptops, but fees may accrue due to the following conditions:

- Returning laptops late: \$10 per day
- Returning the laptops through the book drop or to another Library: \$25
- Failure to return the laptops: Replacement cost (\$700 est.)
- Returned with missing pieces, e.g. charger, instructions: Replacement cost

The Northeast-Millerton Library reserves the right to refuse lending a laptop to patrons who abuse equipment or who are repeatedly late returning the laptop.

The Northeast-Millerton Library is not responsible for any liability, damages, or expenses, resulting from the use or misuse of the device, connection of the device to other electronic devices, data or document loss resulting from the use of the device.

Once the laptop is checked out to a patron it is that patron's responsibility. Any changes in condition or contents while in their care, will be their responsibility. This includes any damage, loss, or theft. Patrons borrowing the device must sign an agreement stating they understand the policy and they agree to the device's condition. Unreturned laptops will be considered stolen after 20 days and the authorities may be notified. Patrons may not use library items for illegal purposes or alter the hardware or software on the equipment. Patrons are solely responsible to protect their private information such as passwords and account information.

Patrons should also note, that the Library has installed software that prevents files and programs from being saved to the laptop. They should use other means to save their files.