


**TO:** LIBRARY BOARD OF TRUSTEES

**FROM:** Library Services Department  
Cynthia Cowell, Library Services Director  
949-717-3801, [ccowell@newportbeachca.gov](mailto:ccowell@newportbeachca.gov)

**PREPARED BY:** Tim Hetherton

**APPROVED:** 

**TITLE:** Laptop/iPad Circulation Policy

---

**ABSTRACT:**

The existing policy for the Library's circulating laptop policy requires updating to include the addition of a circulating iPad collection.

**RECOMMENDATION:**

Staff recommends that the Library Board review and approve the proposed circulating laptop/iPad policy.

**FUNDING REQUIREMENTS:**

No funding requirement: the circulating iPad collection is funded entirely by a donation from the Newport Beach Public Library Foundation.

**DISCUSSION:**

The Newport Beach Public Library Foundation has provided funding for a collection of 30 circulating iPads for use within the Central Library. The existing circulating laptop policy has been augmented to reflect the addition of iPads as a circulating resource. Written policies for the use of circulating laptops and iPads are required to ensure consistency for customers and staff, to help resolve misunderstandings, to reduce incidents of conflict and to help protect and maintain the security of Library resources.

**ENVIRONMENTAL REVIEW:**

Staff recommends the Board of Library Trustees find the approval of the attached Circulating Laptop and iPad Policy is not subject to the California Environmental Quality Act ("CEQA") pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential to have a significant effect on the environment.

18/25

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

Submitted by:



Cynthia Cowell,  
Library Services Director

Attachments: A. Draft of Laptop/iPad Circulation Policy.

**NEWPORT BEACH PUBLIC LIBRARY**  
**LAPTOP/IPAD CIRCULATION POLICY**

- Laptops and iPads are available for two-hours, in-library checkout to current Newport Beach Public Library (NBPL) cardholders whose accounts meet use requirements.
- Laptops may be checked out at the reference desk at the Central Library and from the circulation desks at the branches. iPads may be checked out at the reference desk at the Central Library.
- Customers must present a valid NBPL card and must be current in the Library's circulation system.
- In the event that a customer is not carrying a library card, but is currently registered as a cardholder, NBPL will allow the customer to check out a laptop or iPad with valid photo identification.
- All customers will be required to provide valid photo identification that will be held at the desk where the customer checked out the laptop or iPad.
- Student IDs will be accepted as valid identification as long as they have a photograph and are current.
- Customers are limited to one checkout of a laptop or iPad per library cardholder.
- Laptops and iPads will be checked out for two-hour use on a first-come, first-served basis.
- Laptops and iPads may be renewed as long as one laptop/iPad is available for check out.
- Laptops and iPads checked out less than 2.5 hours before closing are due to the Reference Desk at Central or Circulation Desks at the branches 30 minutes before closing.
- When laptops and iPads are checked in, they must be returned with all peripherals.
- There is a replacement charge for damage or loss of the laptop and/or its peripherals of up to \$1200.00.
- There is a replacement charge for damage or loss of the iPad and/or its peripherals of up to \$400.00.
- This policy is subject to review and change as authorized by the Board of Library Trustees.