

**NEWPORT BEACH PUBLIC LIBRARY
LAPTOP/iPAD BORROWING POLICY**

1. Laptops and iPads are available for two-hour, in-library checkout to current Newport Beach Public Library (NBPL) cardholders whose accounts meet use requirements.
2. Laptops may be checked out at the reference desk at the Central Library, from the circulation desk at Balboa branch, and from the reference desks at Mariners and Corona del Mar branches. iPads may be checked out at the reference desk at the Central Library.
3. Customers must present a valid NBPL card and must be current in the Library's circulation system.
4. 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 a valid photo identification.
5. All customers will be required to provide a valid photo identification that will be held at the desk where the customer checked out the laptop or iPad.
6. Student IDs will be accepted as valid identification as long as they have a photograph and are current.
7. Customers are limited to one checkout of a laptop or iPad per library cardholder.
8. Laptops and iPads will be checked out for two-hour use on a first-come, first-served basis. Laptops and iPads returned late will be assessed a late fee as set forth in the Library's Circulation policy.
9. Laptops and iPads may be renewed as long as one laptop/iPad is available for check out.
10. 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.
11. When laptops and iPads are checked in, they must be returned with all peripherals.
12. 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.
13. This policy is subject to review and change as authorized by the Board of Library Trustees.