

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

1. Laptops and iPads can be checked out to current Newport Beach Public Library (NBPL) cardholders whose accounts meet use requirements. These devices are for use within the Library building.
2. The loan period for laptops is 1 hour. Laptops can be renewed for 20 minute increments through the CASSIE print and PC management software as long as there is no waiting list.
3. The loan period for iPads is 2 hours. iPads may be renewed for two additional 2 hour periods as long as one iPad is available for check out.
4. 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.
5. Customers must be current in the Library's circulation system.
6. Customers must present a valid NBPL card. 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.
7. 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. Student IDs will be accepted as valid identification as long as they have a photograph and are current.
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9. Customers are limited to one checkout of a laptop or iPad per library cardholder.
10. Laptops and iPads will be checked out 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.
11. 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.
12. When laptops and iPads are checked in, they must be returned with all peripherals.
13. 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.
14. This policy is subject to review and change as authorized by the Board of Library Trustees.