

### **E-READER, LAPTOP, & PLAYAWAY USE**

Patrons must present their library card plus a photo ID at the time of checkout. A school ID is acceptable if the patron does not have a government-issued ID. E-reader, Laptop, and Playaway checkout is limited to one device per card.

E-readers, Laptops, and Playaways are not available through interlibrary loan. Laptops are available for in-library use only.

Patrons are financially responsible for any purchases made with E-reader or Laptop while devices are in their possession. Upon return, devices will be reset; any personal purchases, installations, or documents will be removed.

Upon checking out an E-reader, Laptop, or Playaway, patrons acknowledge that the device is fully functioning and undamaged and that all parts are included. Patrons must report any malfunctions to the staff immediately. The Library is not responsible for any damage to a patron's files, storage devices, software, or external hardware as a result of E-reader, Laptop, or Playaway use.

If an E-reader, Laptop, or Playaway is stolen while checked out to a patron, that patron must notify Library staff immediately. The patron is responsible for filing a police report and providing the Library with a copy.

E-readers, Laptops, and Playaway kits should be returned directly to a staff member at the circulation desk. A staff member shall inspect device prior to check in to confirm the device is in working order and all parts are accounted for.

Please refer to LTPL Policies 2.5: CIRCULATION, BORROWING MATERIAL AND OVERDUE POLICIES and 2.6: REPLACEMENT COST FOR LOST MATERIALS for additional policies applicable to E-reader, Laptop, and Playaway devices.