

Yorktown Public Library

In-House Circulation Policy for Laptop Computers

The Yorktown Public Library will make available a limited number of laptop computers for in-house use by the public. Laptops can be checked out at the circulation desk and must be returned before leaving the library. Circulation staff will make sure all equipment is returned (laptop, mouse and charger) before the user leaves the library. Laptops will be distributed on a first come, first served basis. Laptops will be available for the public when they are not being used by library staff or for other library related purposes. Users will be responsible for any damage or loss to the laptop, mouse or charger while in their possession. Library staff will determine the cost for repair or replacement of the laptop, mouse or charger by consulting with the library's IT service provider.