



# Homewood Public Library District

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## Laptop Use Policy & Circulation Rules

Library patrons who are at least 62 years of age may check out an Age Options Laptop, subject to availability. All circulation policies apply to laptops, so the individual checking out the laptop is responsible for all related fines, fees, and replacement costs that may be incurred.

To check out a Laptop, patrons must provide their own current Homewood Public Library card and a current valid driver's license or state I.D.\* The library card must be in good standing and registered for a minimum of 30 days. Under no circumstances may the person requesting a Laptop use another person's library card as identification.

Laptops are checked out on a first-come, first-served basis. They cannot be held. To use a laptop patrons need to come into the library during open hours. If a hot spot is also needed that may be requested at the same time. These are in limited supply and are also available on a first-come, first-served basis.

Laptop checkout is for one week with no renewals.

A fine of \$10.00 per day will be assessed if the Laptop and/or any accompanying equipment are returned late. This fee will immediately create a block on the patron's library card which will remain until the laptop is returned. A late return may result in the future forfeiture of laptop (and/or hot spot) check out privileges.

A non-returned laptop will be considered stolen property. As such, procedures for prosecuting individuals to the full extent of the law will be followed. Additionally, remote software will be used to prevent use of any HPL laptop once it becomes overdue.

All laptops are due back 30 minutes prior to the Library's closing time (8:30 p.m. Monday-Thursday, 4:30 p.m. Friday, Saturday, or Sunday). Patrons returning laptops will not be allowed a new laptop check out until 24 hours has passed since returning the equipment.

All patrons checking out laptops must sign a laptop user agreement to be kept on file by the Homewood Public Library.

\*It is understood that due to COVID-19 there may be extenuating circumstances regarding the currency of a photo ID. In these cases the manager on duty has complete discretion as to whether an exception can or should be made, based on the extenuating circumstances.

Board approved Policy 2/2021 CAW