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IT & Technical Services

Board Report

A Teen Laptop Policy was developed by the Technology Engagement Librarian and the Programming Librarian to address the use of Library Laptops by Teens in the Teen Room. The Computer usage in the Teen Room has been variable in the past and we are currently experiencing an increase in use/interest. We are currently using two patron laptops normally reserved for tech programming when there is additional need for a computer in the Teen Room. There are also a set of Laptops being used for the various D&D programs that are due for updating and replacement. We are intending to purchase 5 additional laptops to cover the Teen Room and D&D usage. Page 2 of this document includes the new policy and checkout list.

Teen Laptop Policy and Sign out form

- Teen Laptops are only available when the Teen Room is Open
- Teen Laptops must be kept in the Teen Room *except when used in Teen Programs *
- Laptops must be returned **15 minutes before the Teen Room Closes *** or left with Programming Librarian at the conclusion of Teen Program*

Borrower assumes responsibility for, must take, and must return in working order :

1 Laptop 1 Mouse 1 Charging Cable

Items must be returned by the original borrower before they can be used by another.

DO NOT LEAVE UNATTENDED - DO NOT LET SOMEONE USE THEM WITHOUT CHECKING THEM OUT

Original borrower will be held responsible for loss, damage, or theft.

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