

For Spring 2017, some changes have been made to our fine amounts:

Our laptop fine is now \$10.00 for the actual laptop and \$5.00 for each accompanying piece for a total of \$25.00 per day.

Our iPad fine has been lowered to \$10.00 per day (with a max fine of \$50.00).

I've tried to change these details on all of our paperwork, but I did NOT change the labels on the laptops. Trying to remove the tape from one of them did not go well, so I think we'll just try to live with them as is.

We will all need to be especially careful when signing out a laptop due on a Wednesday to let people know that we close at 6:00 rather than 8:00, and thus the laptop is due at 5:00.

If you notice anything I've missed, please let me know.

Brenda

Initial when read:

BC
SC
RM
CW
KH