



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

November 17, 2025
Agenda Item No. 5

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
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PREPARED BY: Andrew Kachaturian, Adult Services Coordinator

TITLE: Laptop Borrowing Policy (NBPL 10)

RECOMMENDATION:

Staff recommends that the Board of Library Trustees review and approve minor revisions to Library Policy NBPL 10, *Laptop Borrowing Policy*.

DISCUSSION:

The availability of library laptops has been a service offered since 2004. The laptops offer flexibility throughout each library branch, supplement the number of available computers, and help to reduce waiting for patrons when demand increases. Corona del Mar Branch, because of its size and service model, offers laptops exclusively.

Revisions to the policy are minor, consisting of updated language and formatting.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

ATTACHMENT A: NBPL 10, *Laptop Borrowing Policy* – original
ATTACHMENT B: NBPL 10, *Laptop Borrowing Policy* – red-lined
ATTACHMENT C: NBPL 10, *Laptop Borrowing Policy* – final