

<b>Guernsey Memorial Library</b>		Section #
Manual Name Library Policy Manual	Date Issued:	Subsection
Section Ipad Policy	Date Revised: 9/5/2013	Page 1 of 2

**IPad Lending Policy**

Purpose—Guernsey Memorial Library makes iPads available to library card holders to facilitate improving their computer skills and to assist in their educational, research, and networking needs. Each iPad is equipped with operating software and a standard suite of applications. Each has built in Wi-Fi capability.

The following rules and regulations apply:

iPads may be borrowed for use in the library only, by adult (eighteen [18] years of age or older) GML card holders in good standing. iPads are available on a first come, first served basis.

The Library has preference for use of the iPads should they be needed for a library-sponsored class or meeting. There are no guarantees of iPad availability or a continuous wi-fi connection.

Each iPad is equipped with operating software, a standard suite of applications, and built in Wi-Fi. No additional hardware or software may be installed or downloaded, nor may changes be made to their system configuration. Suggestions for additional applications may be made at the circulation desk.

The library does not provide peripheral devices for the iPads. Users should supply their own headphones. Volume while in the library must be moderated such that it does not disturb other patrons or staff members.

The library does not assume responsibility or liability for lost or corrupted files for any reason, such as hardware failure or network interruptions. The library is not responsible or liable for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on the iPads. Users wishing to save their work must utilize means other than storage on the units themselves.

Under no circumstances should a borrower leave an iPad unattended. The user assumes full responsibility for the cost of repair or replacement in the event that the iPad is lost, stolen, or damaged or abused. (Replacement cost **may be in excess of \$600.00.**) Replacement cost to repair or replace damaged iPad will be determined according to pricing available at that time.

Revision Approved by Board:	
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<b>Guernsey Memorial Library</b>		Section #
Manual Name Library Policy Manual	Date Issued:	Subsection
Section IPad Policy	Date Revised: 9/5/2013	Page 2 of 2

IPads may be left at the Circulation Desk for very brief periods of time, if, for example, the user needs to use the restroom or leave the library to make a phone call. An iPad that is left unattended will be collected by a staff member. If this occurs, the borrower will forfeit use of the iPad for the remainder of the checkout period.

IPads must be returned to the Circulation Desk at least 30 minutes before the library closes. IPads must never be returned in the book drops. IPads not returned by on time will be subject to a late fee of \$5 per day. Late charges will be added to your library record and must be paid before lending privileges will be reinstated, as per the library's circulation policy.

Borrowers must present their library card and either their driver's license or other official government-issued photo ID to library staff at the time of check-out. The contact information on the library record must be current.

Borrowers must attest to the fact that they have read and agree to abide by GML's Internet and iPad Policies.

Guernsey Memorial Library is committed to providing an environment free from harassment. Patrons may not display any materials that may be objectionable to others. Patrons in violation of this rule will have their privilege to use the Library's electronic resources suspended. Ipad and public computing privileges may be suspended for longer periods for repeated violations.

Any documents or applications saved on the iPad will be lost immediately upon its return.

Technical support is not available through library personnel. Borrowers attest that they have basic familiarity and comfort with the equipment and the software provided.

Suspension of electronic resources privileges may be appealed to the Director. If the Director upholds the suspension, the suspension may be appealed in writing to the Library Board of Trustees. A hearing on the suspension will be conducted at the first Library Board meeting following the date when the written appeal is received.

I have read and agree to abide by Guernsey Memorial Library's iPad and Internet policies.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Staff Member Checking Out: \_\_\_\_\_

Staff Member Checking In: \_\_\_\_\_

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