

## Danbury Public Library Early Literacy iPad Lending Policy

The Danbury Public Library lends iPads to Danbury Library card holders ages 18 and older with valid library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material) and permanent Danbury residence for at least 90 days. iPad checkout is limited to one per household. **The lending period is three weeks**, and iPads cannot be renewed or reserved. iPads are available in the Technology Center on a first-come, first-served basis from the time of opening until 30 minutes before the library closes. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.

### Checking out an iPad

- A patron must present their library card and a government-issued photo identification to the LTC Help Desk. At the time of check-out, the patron shall complete this iPad Loan Agreement. Once a iPad is checked out to a patron, it becomes the responsibility of that patron. Library staff will issue the patron a copy of this loan agreement with the iPad's due date.
- Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, or theft. No content should be removed from the device.
- Patrons should have a basic working knowledge of the device on check-out. If additional help is needed, they may visit the LTC Desk. If any technical problems are encountered, patrons should return the device immediately to the LTC Desk.
- It is the patron's responsibility to log out of any applications and remove any personal data from the device prior to its return. Any stored data will be erased upon check in.

### Checking in an iPad

- It is recommended that devices are returned to the LTC desk at least 30 minutes before the library closes. Devices should never be returned in the book drop or to another library. Devices returned in the book drop will result in a \$10 fine.
- The iPad will be examined to ensure it has not been tampered with. If damage to the iPad is discovered by Library staff, these costs will be added to the patron's account.
- A returned iPad must remain available in the library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- LTC staff will issue the patron a receipt acknowledging the returned iPad.
- **Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.**

### Fines:

- An overdue charge of \$10 per day up to the full replacement cost of the item shall be charged for a iPad that is not returned by its due date. If the iPad is overdue for 24 hours, it will be remotely locked.
- Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the iPad or any parts are lost, stolen, damaged, or otherwise not returned. **If the borrower fails to pay the replacement cost for a lost iPad, they will be banned from the library. If devices are not returned in a timely manner, civil and criminal action will be taken.**

### Replacement costs:

iPad (\$485.00 plus \$99.00 for warranty; inc. charging block (\$19) and charging cord (\$25)) iPad Survivor Case (\$60.00) Carrying case (\$4.00) Software (\$50)

**I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Danbury Public Library in good working condition and free from damage.**

Checkout: <i>Patron: Please fill out the following fields:</i>	Library Card Number _____
Print name _____	Email address _____
Signature _____	Date _____
	Phone number _____
<i>LTC Staff: Please check off to indicate that all pieces of equipment are present at time of check-out. Note device # and due date in upper right corner.</i>	
iPad <input type="checkbox"/> Survivor case <input type="checkbox"/> Charging cable <input type="checkbox"/> Charging block <input type="checkbox"/> Carrying case <input type="checkbox"/> 2 info sheets <input type="checkbox"/> Patron ID copied <input type="checkbox"/> LTC Staff initial and date _____	

<b>Check-in:</b>
<i>LTC Staff: Please check off to indicate that all pieces of equipment are present at time of check-in. Return to office for restoration.</i>
iPad <input type="checkbox"/> Survivor case <input type="checkbox"/> Charging cable <input type="checkbox"/> Charging block <input type="checkbox"/> Carrying case <input type="checkbox"/> 2 info sheets <input type="checkbox"/> LTC Staff initial and date _____ Restored <input type="checkbox"/>