



## **Watertown Public Library Apple iPad Borrowing Guidelines, Circulating Policy, and Procedures**

### **Checking Out:**

- Cardholders in good standing can check out an iPad, but it is available for use only in the library. The check out limit is one iPad per person at any given time. Under no circumstances will a user be allowed to check out an iPad for another person.
- The Watertown Public Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning the iPad.
- A patron will need to complete an “iPad Borrowing Agreement” acknowledging financial responsibility for lost or damaged equipment.
- iPads can be checked out at the Reference Desk during regular library hours.
- A patron borrowing an iPad must leave one of the following with the Reference staff: a cell phone, car keys, or valid state I.D.
- The working condition of the iPad will be assessed before checkout and upon its return. Users are required to report any problems experienced with the iPad during their borrowing period.
- iPads are checked out for two (2) hours and are available on a first-come, first serve basis. Once an iPad is checked out to a patron, the iPad becomes the responsibility of that patron, per the “iPad Borrowing Agreement.”
- iPads are preloaded with selections made by the Watertown Public Library staff. Any data and/or documents saved to the iPad by the patron during the loan period will be permanently erased.

### **Checking In:**

- The Reference Department staff will check in the iPad and verify that the iPad is in operating condition.
- The Reference staff will do a visual check to ensure that all items have been returned and are working.

### **Fees and Liabilities:**

- The patron is responsible for full replacement cost if the iPad or any of its parts are lost, stolen, damaged, or otherwise not returned.
- If any technical problems are encountered, the iPad should be returned immediately to the Reference Desk. **Do not attempt repairs, adjustments, or alterations of any kind.**

### **Replacement Fees:**

- iPad - Current replacement cost or repair cost based on damage
- iPad Accessories - Current replacement cost
- *An iPad not returned will be considered stolen and the Watertown Police Department will be notified of the theft. The patron will be assessed the fee of the entire iPad package.*
- All iPad borrowers will be required to sign an “iPad Borrowing Agreement.”

## **Apple iPad Borrowing Agreement**

My signature below indicates that I have read the “iPad Borrowing Agreement” and the “iPad Borrowing Guidelines” and that I agree to abide by these conditions of use when checking out an iPad from the Watertown Public Library (this agreement needs to be signed only once and a copy will be retained at the library.) I agree to accept full responsibility for the iPad while it is checked out to me.

- I acknowledge that the iPad is to be used only while in the library and that I will return it to the Reference Desk of the Watertown Public Library
- I acknowledge that a copy of this signed agreement will be kept at the Reference Desk of the Watertown Public Library.
- I will not tamper with the iPad, iPad accessories, attempt to load anything, or attach any equipment not designed for use with the iPad.
- If I fail to return this iPad to the Reference Desk, directly to a staff member, by the time it is due, the iPad will be considered stolen and the Watertown Police Department will be notified of the theft.
- I accept full financial liability for the iPad and iPad accessories, while it is in my possession.
- I agree to return the iPad to a staff person at the Reference Desk for check-in.
- I agree to pay all costs associated with the damage to, loss of, or theft of the iPad and iPad accessories, plus accrued late return fees while it is checked out to me.

- I agree that the Watertown Public Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft. ***An iPad that is not returned will be considered stolen and the Watertown Police Department will be contacted.***
- I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the Watertown Public Library and will be added to my library account.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing an iPads.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

Staff Initials: \_\_\_\_\_

**Adopted Mar 2011**