

iPad/PC Policy

Rising City Community Library is pleased to offer an iPad and a PC for checkout to patrons. It is our intent in offering this service in respect to our mission, to assist our patrons in learning new technologies and open new avenues to education and information.

Borrowing an electronic device

1. The iPad and PC can be checked out from the Library Director during regular operating hours.
2. The devices are for **in-library use only** and cannot be taken out of the building.
3. Devices are available on a first come, first serve basis. There are no holds or reserves.
4. If demand for devices exceeds devices available, a one hour limit will be placed on the devices. The staff will keep a written queue for available times. Patrons can come back later in the same day if more time is needed once everyone has had a turn to use a device.
5. A patron information form must be in file with the library. Drivers license/State ID must be presented and will be held at the main service desk while the device is being used.
6. Students, who do not yet have licenses, must have a parent visit the library to sign a form accepting responsibility for their child's use of the device. This form will be kept on file at RCCL, and is all that is required for use of a device thereafter.
7. Borrowers may only check out one device at a time and must be handed directly to the Library Director.
8. Borrowers understand that the device uses an unsecured Wi-Fi internet connection, and that the Library assumes no responsibility for the compromise of personal data. Users are responsible for logging out of any websites or apps before returning the device.
9. Borrowers must use headphones or mute the sound when playing any audio content.
10. Borrowers may purchase and save content while using devices with the explicit understanding that these apps can be wiped at any time..
11. The library cannot guarantee that any files saved on the devices will be available for future use. Such files are cleared regularly.
12. The Computer and Wi-Fi Use and Access Policy of the Rising City Community Library applies to device use.
13. Persons violating the terms of library policy may have their privilege of using library computers suspended or revoked.

Fines and Damages

- If the iPad or PC is not returned to the Library Director prior to leaving the library premises, the incident may be reported as theft to the Sheriff's department and a fee may be assessed for up to the cost of the replacement of the iPad or PC.
- The working condition of the iPad or PC will be assessed before checkout and upon its return. Users are responsible for damage to and/or loss or theft of loaned units. Users are required to report any problems experienced with the iPad or PC during their borrowing period.
- The replacement cost for a lost, stolen, or damaged iPad is approximately \$700 and the replacement cost for the PC is approximately \$1000. If an iPad or PC is lost or stolen, the borrower will be charged for its replacement.
- A charge of \$40.00 will be assessed for each lost power cord and adapter; \$50 for a lost case. Damage charges to the iPad will be assessed based on the actual repair costs.
-

Personal Data and Information

- The iPad has Wi-Fi which can be accessed anywhere at the library. The PC is tethered to the desk. The iPad and PC come with a suite of preloaded applications. If the user adds or syncs additional data or applications, all data will be wiped and replaced with the standard preloaded files and apps when the iPad is returned to the library.
- Any additional apps or media purchased by the borrower during the loan period must be done with the borrower's own funds, and is not the responsibility of the Library.
- Any data or documents saved to the iPad or PC by the patron during the loan period will be permanently erased upon check in.
- The library is not responsible for information left on the iPad/PC during check out. It is possible, during peak times, the devices may not have the memory wiped between users. Be sure to log out of everything you log into. If back to back use occurs, it is not the library's responsibility if the next patron has access to the previous users accounts.

Adopted/Reviewed 8/21/21