



## **iPad Loan Policy Ocean City Free Public Library**

### **Availability:**

There are currently five iPads available for check out by Ocean City Free Public Library card holders.

### **Eligibility:**

- The borrower must have a current Ocean City Free Public Library card with no outstanding fines.
- The borrower must be 10 years of age or older. If under 18, the borrower must have an iPad agreement with parent/guardian signature on file in the library.
- The borrower must have read and agreed to the iPad Lending Policy in its entirety.
- Only one iPad per person can be checked out at a time. Under no circumstances will a user be allowed to check out an iPad for another person.

### **Circulation:**

1. The iPads can be checked out at the Reference Desk. The iPads are loaned on a first-come, first-serve basis.
2. The loan period is two hours; in-library use only. Leaving the library building with an iPad will be considered theft of library property and will be reported as such to the proper legal authorities.
3. The iPad must be checked back in at a minimum of ½ hour before the library closes.
4. The iPad cannot be left unattended at any time. If one is found it will be returned to the Reference Desk.
5. Audio or video files must be played with a pair of headphones.
6. The iPad must be returned in the same condition as when it was borrowed. Users may not add or remove apps, download any programs, or change the configuration of the iPad in any way.
7. When the two-hour loan period has elapsed, the iPad must be returned to the Reference desk.
8. iPads can be renewed if no one is waiting.
9. The iPad must be returned with the power on so that a staff member can check all of the components.

10. The iPad user is expected to abide by the iPad Loan Policy, the Internet Access Policy and the Wireless Internet Access Point Policy of the Ocean City Free Public Library.
11. Library wireless connections are not secure, and appropriate caution must be taken with personal information.
12. Access to iPads may be revoked at any time, for any reason by the Library Administration.

**Fines and Damages:**

- If the borrower does not return the iPad by the time specified, fines will be assessed in the amount of \$2.00 every 2 hours.
- The library will not be held responsible for any damage or loss of data while using a library iPad.
- Borrowers are required to report any problems experienced with the iPad during their borrowing period. The working condition of the iPad will be assessed before checkout and upon its return. Do not attempt to troubleshoot problems with iPad.
- Borrowers are responsible for damage to an iPad plus a processing fee of \$10.
- If the borrower modifies the iPad operating system (i.e. jailbreaks the iPad) it voids the warranty and he/she will be charged the replacement cost of the iPad.
- The replacement cost for a lost or stolen iPad is \$500.
- A charge of \$50.00 will be assessed for each lost power cord and adapter; \$20 for a lost or broken case.

**Disclaimer:**

- The library is not responsible for any files left on the device or for loss or damage to files.
- The library is not responsible for unauthorized access to personal accounts that the user fails to properly sign-out of, including but not limited to email, Twitter, Facebook, Google Drive and Dropbox.
- The library is not responsible for any issues or damages that the iPad may cause to any other equipment to which the iPad is connected.