

## Dr. Grace O. Doane Alden Public Library iPad Usage Policy

To provide patrons with additional online resources for research, education, and entertainment, the Dr. Grace O. Doane Alden Public Library will start offering the use of mini iPads as of July 2016. Seven iPad minis have been acquired and may be used in the library. At this time iPads are **not available** for use outside of the library building.

Disclaimer: The Dr. Grace O. Doane Alden Public Library is not responsible for any loss of data or damage to external equipment belonging to patrons (i.e. flash drives, headphones). **If the iPad is lost, stolen, or damaged, the borrower will be financially responsible for replacement up to \$400.**

### Limits and Availability

- Sign out of the iPads will be limited to patrons with an Alden Public Library card.
- iPads are available on a first come first served basis.
- iPads may not leave the library.
- Each of the seven publically available iPads has been designated for a specific audience (i.e. preschool programming, school-aged children grades K-6, teens, and adults).
- Borrowers must be in good standing with the library, meaning no fines or overdue materials, to borrow an iPad.
- Eligible patrons may check out one iPad at a time.
- Patrons will be limited to 30 minutes like all other computers in the library. An additional time may be allowed if no one else is waiting and at the discretion of library staff.
- Borrowers may not have food or beverages near the iPads. Any damages caused by food or drink will be the financial responsibility of the borrower.
- Borrowers may not install any software or download any additional apps.
- Borrowers may save their work to a flash drive or email documents. iPads will be reset after each use. Do not save directly to the iPad.
- Borrowers wishing to view videos and listen to audio must use head phones.
- Printing is not currently available from iPads.
- Do not take iPads in to restrooms; leave them at the circulation desk.
- iPads need to remain in their protective cases while in use.
- iPads will not be loaned out for the last half hour the library is open.

### Sign out Procedure

1. The iPad minis may be signed out at the circulation desk.
2. Borrowers need to have their library cards available to sign out an iPad.
3. Borrowers will need to sign the iPad sign out sheet.

### Sign-in Procedure

1. Keep the iPad on during the sign-in process.
2. Borrowers must remain at the circulation desk while the iPad is checked for damage.

3. Borrowers need to provide staff 5-10 minutes to sign in the iPads.

#### Technical Difficulties

- Borrowers should ask for assistance if they encounter any problems.
- Please do not troubleshoot on your own. The borrower will be fiscally responsible for any damage caused from “troubleshooting”.

#### Fines and Liabilities

- The privilege of using an iPad mini at the Dr. Grace O. Doane Alden Public Library may be denied if a borrower accrues any outstanding fees or fines.
- Ipads removed from the building will be considered stolen property.
- Leaving iPads unattended is strictly prohibited and will result in the loss of iPad privileges.
- The borrower assumes all responsibility and financial liability while the iPad is signed out and in their possession.

Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees, June 2016.