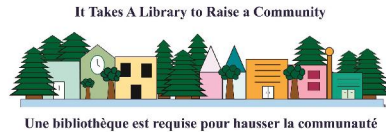

Wawa Public Library



Policy Type: **OPERATIONAL**

Policy Number: **OP-11**

Policy Title: **IPAD LENDING POLICY**

Initial Policy Approval Date: May 2017

Last Review/Revision Date: Oct. 2020

Year of next review: October 2024

Availability

There are currently three (3) Apple Mini-iPads available for checkout for **in-house use only**.

Eligibility

- The borrower must have a current Wawa Public Library card with no outstanding fines.
- The borrower must be 13 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.

Loan Period

The iPads are loaned on a first-come, first-serve basis.

The loan period is two hours, **in-library use only**. The iPad must be checked back in at a minimum of ½ hour before the library closes.

Regulations of Use

The borrower is responsible for the iPad from the time of acceptance until which time the library staff records and clears its return.

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.

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.

Borrowers are responsible for damage to an iPad. Repair cost for a damaged iPad can range up to \$65.00 plus a processing fee, depending on severity.

If the borrower modifies the iPad operating system (i.e. jailbreaks the I-Pad) it voids the warranty and he/she will be charged the replacement cost of the iPad.

A patron will need to complete an "iPad Borrowing Agreement" acknowledging financial responsibility for lost or damaged equipment. If the borrower is less than 18 years of age, a parent/guardian needs to sign the iPad Borrowing Agreement as well.

The Wawa Public Library reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the iPad.

APPLE IPAD BORROWING AGREEMENT

- I agree to accept full responsibility of the iPad while it is checked out to me. I acknowledge that the iPad is to be used only by me while in the library.
- I have read the "iPad Lending Policy" and agree to abide by the conditions of use when checking out an iPad.
- I will not tamper with the iPad or any accessories.
- I will not attempt to load or delete any apps or programs or attach any equipment not designed for use with the iPad.
- I will return the iPad to a staff member at the circulation desk by the time it is due.
- I accept full financial liability for the iPad while it is in my possession.
- I agree to pay all costs associated with the damage to, tampering with, or theft of the iPad while it is checked out to me.

Print Name

Signature

Date

Parent/Guardian Name

Signature

Date

Staff Use Return

iPad Working

iPad in Pre-Loan
Configuration

Staff Initials