BURNHAM LIBRARY

POLICY STATEMENT

Apple iPad

**ELIGIBILTY:** iPads are for in-library use only OR for out-of-library circulation at the discretion of library staff. Patrons must be a Bridgewater cardholders, 18 years of age or older whose card is in good standing. All borrowers must sign this User Agreement.

**LENDING:** iPads loaned as out-of-Librarycirculation will contained in a bag with a power cord, USB charger, and copy of this policy.

**AVAILABILITY:** iPads are available for loan on a first-come, first -served basis. iPads cannot be held and will only be circulated to Bridgewater residents at the discretion of the staff.

**LOAN PERIOD:** In-library use will be limited to 1 hour. Outside library-loan period is at the discretion of the library staff.

**FINES:** Fines will accrue at $2.00 per day, to a maximum of $10.00 wherein your account will be frozen at all libraries within the Bibliomation system.

**REPLACMENT AND DAMAGE FINES:** The user assumes full financial responsibility for a lost, stolen or damaged iPad. Any equipment malfunctions should be reported immediately to library staff. A $350.00 replacement fee will apply for replacement of the iPad. Additional equipment will be at current rate of purchase.

**RETURNS:** iPads must be returned in-person to staff at the Circulation Desk. Users will be required to wait while the device is checked to ensure all equipment is intact. The devices should not be returned to our book drop, as this may damage it.

**APPS AND DOWNLOADS:** APPS cannot be installed without the permission of library staff. However, APP suggestions can be made via Google Form found on iPad home screen.

Approved by Board of Trustees 6/21/2018