

Patchogue-Medford Library Tablet Borrowing Policy – Children’s Department

iPad# _____ last 4 digits of iPad barcode _____ iPad# _____ last 4 digits of iPad barcode _____

Check out time _____ Staff initials _____ Check in time _____ Staff initials _____

Borrowing Policy:

Patchogue-Medford Library has iPads available for in-house loan:

- 4 iPads are preloaded with Children’s Apps; you may borrow and return them to the Children’s Reference Desk
- Current adult PML cardholders who meet the following criteria will be able to borrow an iPad for in-library use only:
 - PML patrons who have fines under \$10 on their library account
 - PML patrons who are 18 and over (PML staff will hold id)

Loans are on a first-come, first served basis and the Loan periods are as follows:

- iPads are to be used in all areas of the Library
- An iPad can be borrowed for a period of 60 minutes
- An iPad borrower may request a 60 minute extension if there are no other borrowers waiting
- iPads will circulate in a silicone screen protector case
- I acknowledge that I am responsible for the iPad and all components checked out to me. **I will not leave it unattended.** While in my possession, I will protect it from being damaged or stolen
- I agree to return the iPad and all components. I understand that I will be billed for repair or replacement-of the iPad if it is returned damaged or if it is lost or stolen
- The borrower must report any problems with the iPad to the Library staff when it is returned
- Printing is not available from the iPad
- iPads must be returned to the CAPS Reference desk 15 minutes prior to closing or after one hour of use.
- No iPads can be borrowed 30 minutes prior to closing

iPad LOAN AGREEMENT

By signing below, I attest that I am 18 years of age or older and I agree to the following statements:

I have read and understand the Internet Use Policy.

I have read the rules for borrowing a PML iPad and understand the rules stated above. I accept full responsibility and liability for the iPad that I have borrowed.

I will reimburse the Patchogue-Medford Library for the cost of repairing or replacing this iPad and/or accessories if they are lost, stolen, or damaged while checked out in my name.

I understand that the replacement cost for the iPad will be **\$492.00 each**

Your Signature _____ Date _____

Print Name clearly _____

Patron Barcode/Driver’s License _____