

## **PART-03 – Hand-Held Devices Lending Policy**

### **Policy Statement**

A hand held device is either a Kobo E-Book Reader, an iPad, or a Launchpad.

- The Kobo E-book readers are devices that can be used to read a selection of e-books downloaded by the Powassan and District Union Public Library.
- The Playaway Launchpads are devices that can be used to play an age appropriate selection of preloaded computer games.
- iPad are tablets made by Apple, which can be used for a multitude of purposes from entertainment to educational.

### **Definitions**

- **Hand held device:** includes the device and its case

## **Policy & Procedures**

### **Who May Borrow a Hand-Held Device?**

- The person borrowing the hand held device must be at least 18 years old and be a library patrons in good standing for a minimum of two consecutive months. A patron in good standing does not owe any charges and has all information in their file up to date. All borrowers must show photo ID to the staff person on duty. That staff person will take down the number of significance on the photo ID card.
- Patron borrowing the Hand-held device must sign “The Hand-Held Device Borrower Responsibility Agreement”.

### **Loan Period**

- The Hand-Held Device is loaned out for 3 weeks at a time.
- Hand-held devices **must be returned in person at the library to a staff member** from the Powassan & District Union Public Library. The Device will be checked by staff to make sure that it is in good working order
- Failure to return the Hand-Held Device on time will result in possible suspension of circulation privileges.
- Only one Hand-Held Device per borrower account can be checked out at one time

## Fines and Fees

- Borrowers agree to return the Hand-Held Device in the same condition as when received, and if such equipment is damaged or lost while on loan, agrees to reimburse the library for costs up to the full replacement value of the device
- Failure to return the Hand-Held Device on time will result in possible suspension of any further Hand-Held Device borrowing privileges. Maximum fine is the replacement cost of the device if it must be replaced
- Return of the hand-held device in the book drop may result in damages; in which case the borrower will pay the FULL REPLACEMENT PRICE OF THE DEVICE. **RETURN AT THE CIRCULATION DESK ONLY!**

## Security

- The Hand-Held Device should not be left unattended. The library is not responsible for loss/or damage while the Hand-Held Device is checked out to the user
- The device will not be left outside in extreme cold or hot conditions, which could damage the device.
- Tampering with security features of the Hand-Held Device is prohibited, and may result in suspension of Hand-Held Device borrowing privileges. Tampering includes, but is not limited to: HACKING, CRACKING OR MODIFICATIONS OF ANY SORT
- Some of the Hand-Held Devices are checked out with downloads of several books, Apps, or software. Users agree to not tamper in any way with any of the downloaded items.
- Staff shall check that the returned item has the name of the Powassan & District Union Public Library etched on the back of the Hand-Held Device and ensure that the Hand-Held Device hasn't been tampered with in any way.



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### Hand-Held Device Agreement Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

(1) I agree to return the Hand-Held Device in the same working order and condition as when received, and if damaged or lost while on loan, agree to reimburse the library for the **replacement cost**.

(2) I have read, understand and agree to abide by the policies listed in the accompanying "Hand-Held Device Lending Policy" sheet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Serial # of Hand-Held Device \_\_\_\_\_

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**Staff Use Only:**

Library Card Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Photo ID Card # \_\_\_\_\_

### Replacement Costs (April 2019)

**Kobo E-reader..... \$199.00**

**Case.....\$45.00**

**Ipad.....\$550.00**

**Case.....\$50.00**

**Playaway Launchpads.....\$150.00**

### Hand-Held Device Return Form

Date returned: \_\_\_\_\_

Patron who returned the e-reader: \_\_\_\_\_

Returned to: \_\_\_\_\_ (staff member)

1. Hand-Held Device was turned on, checked, and returned in good condition.....
2. All accessories, cords, cases, etc. are included.....
3. All downloads, books, apps, software are still present on the Hand-Held Device.....