

La Vista Public Library
iPad Lending Policy
Issued September 9, 2021
Updated May 9, 2024

Purpose:

The La Vista Public Library owns iPads that are available for La Vista Public Library card holders to borrow for in-house use. Before being permitted to use the iPad, users must fill out the “iPad Usage Agreement” form.

Usage

- Priority for iPad use will be given to library programming. The library reserves the right to remove iPads from circulation for a library event.
- Cardholders must be 18 years or older and be in good standing (i.e. their account is not blocked due to fees or lost materials) to borrow an iPad.
- Guardians wishing to borrow iPads for younger patrons agree to be responsible for the device.
- iPads must be kept within the library. They may not be used on the Metropolitan Community College side of the building or in the commons area.
- iPads are borrowed for 60 minutes at a time. Extensions are available if no one else is waiting.
- iPads have cases and screen protectors. These are not to be removed.
- iPads have applications already installed. Patrons using the iPad will not be able to download additional apps, but they can recommend apps they would like to see on the iPads.
- iPads must not be left unattended.
- The borrower must report any problems with the iPad to the library staff when it is returned.
- When listening to audio, the patron must wear headphones.

Privilege Suspension

The following behaviors may result in the suspension of iPad privileges:

- Viewing, displaying, or disseminating materials that are judged in accordance with current legal definitions as being obscene.
- Use of the internet in any way which violates federal, state, or municipal laws.
- The La Vista Public Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.

Fees

Borrowers will reimburse the La Vista Public Library for the cost of repairing or replacing the iPad and/or its accessories if they are lost, stolen or damaged + \$5 processing fee.

Liability

The La Vista Public Library is not responsible for any liability, damages or expenses resulting from use or misuse of the device or connection of the device to other electronic devices.

The La Vista Public Library is not responsible for information accessed using this device or for personal information that is shared over the internet.

Patrons using the iPad are responsible for logging out of any personal accounts before returning the iPad.

La Vista Public Library iPad Usage Agreement Form

By signing this form, you are stating that you understand the following rules:

- I am 18 years of age or older.
- I get the iPad for 60 minutes. I can request an extension if no one else is waiting.
- iPads will not be checked out during the hour before closing.
- I will use headphones or keep the device on silent.
- I will not remove the screen protector or case.
- I cannot leave the library with the iPad or take it into the bathroom. If I need to step out, I will give it back to the circulation desk for staff to hold.
- If there is a problem with the iPad I will report it to a library staff member so the problem can be fixed.
- If I break the iPad, I will reimburse the library for repairing or replacing the device. I may be charged an additional \$5 processing fee for damages.
- I acknowledge the La Vista Public Library is not responsible for any information accessed or shared on this device.
- It is my responsibility to log out of personal accounts.
- I understand I can be banned from using the iPad if I abuse the equipment, am repeatedly late returning the device, or misuse it in any way.

I understand and agree to the rules of use. By signing this agreement, I accept the iPad Usage Policy, am stating that I am responsible for using this equipment safely and ensuring it is in good working condition and free from damage when I return it.

Signature: _____

Date: _____ Library Card #: _____