

Electronic Tablet Loan Policy

Checking out Tablets for use in the library

- Patron must be 10 years of age or older.
- Patron must hold a valid library card in good standing.
- Tablets will be available on a first-come, first-served basis. Staff will not take reservations or keep waiting lists.

Tablet use in library

- Tablets may only be used in the library and may not be removed from the building.
- Removal of a tablet from the library constitutes theft.
- Under no circumstances should a tablet be left unattended in the library.
- Patrons are responsible for the safe return of the tablet or any damage to the tablet while it is checked out to them. This may include drinks or food spilled on the tablet, damage due to the tablet being dropped, or other preventable damage.

Library responsibilities

- Tablets when not in use will always be plugged in.
- The tablet is to be used as a learning, research, or game device. It is the user's responsibility not to save data on the device because it will be lost to the user.
- The Woodward Public Library is not responsible for any loss or damage to patrons' data or media due to hardware, software, or any other cause while the patron is using library computer equipment.

Patron responsibilities

- Tablets must be returned to a library staff member and be checked in before the patron leaves the library. If a tablet is damaged or stolen, the patron is responsible for the replacement cost of the tablet including setup charges (\$600).
- Earbuds or headphones must be used if the tablets' speakers are turned on, if not, turn down the volume.

*If time permits, library staff may assist tablet users. Library staff is trained to assist with library equipment and resources, but may not be able to help with personal devices. Abiding by Tablets and Internet Use policies

*The library reserves the right to restrict or terminate tablet use of any patron who is misusing or abusing library equipment or not acting in accordance with library policy.

*A patron using a library tablet agrees to abide by the library's Internet Policy.

Approved June 1, 2020