

I. USE OF THE COLLECTION

A. Hours (*Amended 08/14/14; Last Reviewed 11/09/17*)

1. Regular hours

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|-----------------|-----------------------|
| Monday-Thursday | 8:00 a.m. – 8:00 p.m. |
| Friday | 8:00 a.m. – 5:00 p.m. |
| Saturday | 8:00 a.m. – 1:00 p.m. |

2. Holiday hours

Closed the following holidays:

New Year's Day
 President's Day
 Memorial Day
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Thanksgiving Friday
 Christmas Eve Day
 Christmas Day

When a holiday falls on a Sunday, the holiday will be taken on the following Monday. When a holiday falls on a Saturday the holiday will be taken on the previous Friday. In this event, the director has the option to close the library on Saturday as an unpaid holiday for staff.

B. Patrons

1. Collection (*Amended 04/12/12; Last Reviewed 11/09/17*)

The collection of the Washington Public Library is available to anyone for use in the building. Library borrowing privileges will not be denied or abridged for any reason not prescribed by law. Use of the library *may* be suspended for inappropriate, disruptive, or violent behavior [See *Conduct Policy*, section 6].

2. Borrowers (*Amended 04/12/12; Last Reviewed 11/09/17*)

- a. Residents or property owners of the incorporated City of Washington are considered "City" patrons.
- b. Residents or property owners of the unincorporated areas of Washington County are provided library service through the contract for service between the Washington County Public Library Association and the County of Washington. These patrons are considered "County" patrons.
- c. Residents or property owners of cities with valid contracts for library service with the Washington Public Library are provided library service through contract via their city government and the Washington Public Library. These patrons are considered "Contracting City" patrons and statistics will be collected for each contracting entity separately.
- d. Residents of any other incorporated area in the State of Iowa that participates in the Open Access program administered through the State Library are considered "Open Access" patrons.

3. Library Cards (*Amended 07/27/17; Last Reviewed 11/09/17*)

- a. Adults and children requesting a library card are required to provide their name, address, phone number, and ID.
- b. A form of picture ID with CURRENT address and name is required. If an individual does not have a picture ID with current address, another document such as a rental agreement or utility bill in conjunction with a photo ID may be accepted at the discretion of the librarian.
- c. There are no age limits on applying for a library card.
 - If a child is under 10 years of age, a parent or guardian must be present at registration and assumes responsibility for all materials charged on the card. Parents or guardians do not have to have a library card themselves. However, if the parent or guardian does have a library card, it must be in good standing before a card will be issued to their child.
 - The Washington Public Library will not judge or control the circulation of materials to children. Parents must assume the responsibility of supervising their children's material usage.*
 - The Library Director, as Custodian of Records, or his/her designee is granted the authority, but not the obligation, to provide a parent or guardian access to his/her child's circulation records if the child is under the age of 10 as outlined in Section C of the Library's *Confidentiality of Records* policy.
- d. Cards not used within a three year period will no longer be considered valid and may be purged from the system.
- e. Replacement cards will be issued at a cost of \$1.50 per card.
- f. The owner of the card used to check out materials is responsible for the materials and their return to the library, and will be assessed fines or invoiced for missing books as appropriate.
- g. Fine Free Cards: Users have the option of choosing a Fine Free Card for themselves or their child(ren). Fine Free Cards have additional limits placed on them, including number of items to be checked out. Additional information on Fine Free Card limits can be found under sections C.3.c and C.6.a.

4. Unattended Children (*Amended 01/12/12; Last Reviewed 11/09/17*)

- a. The library is a public building and all patrons, including minors, are welcome. However, at no time will the Library assume the responsibility of surrogate care provider for children in the Library. All children under the age of 6 years of age must have a parent or caregiver present in the library at all times. A caregiver is defined as someone 13 years of age or older who has the mental and physical capacity to care for the child should an emergency arise. Children between the ages of 6 and 8 years should not be left unattended for more than one hour.
- b. In the event a child under 6 years of age is left unattended or a child between the ages of 6 and 8 years is left unattended for more than one hour, the staff will attempt to contact a parent, guardian or other care giver. If a parent, guardian, or care giver cannot be located within one half hour, the Washington Police Department will be called and the child will be given into their custody.
- c. If unattended children are left at the library for more than fifteen minutes after normal or weather-related library closings, the Washington Police Department will be called and the child will be given into their custody.

5. Library Access for Registered Sex Offenders Subject to Exclusionary Zones (*Amended 02/13/14; Last Reviewed 11/09/17*)

- a. The purpose of this policy is to ensure that the Library is in compliance with Iowa State law that excludes registered sex offenders convicted of sex offenses against minors from public libraries. This policy adopts the definitions of Iowa Code Chapter 692A, as

amended.

b. The Library Director acts as “library administrator” for purposes of Iowa Chapter 692A. The Library Director will not give written permission for a registered sex offender convicted of sex offenses against minors to be present on library property. Issuance of a library card to a registered sex offender convicted of sex offenses against minors does not constitute written permission from the library administrator for that offender to be present on library property. Individuals may appeal this decision, as it relates to them, to the Library Board of Trustees.

c. Registered sex offenders convicted of sex offenses against minors may be eligible for library service, depending on their residence address. They may register for a card directly via telephone or through a designee, and make arrangements for a person of their choosing to select, check out, and return materials using that card. Under any of these circumstances, the sex offender convicted of sex offenses against minors will remain responsible for all activity on their card. They may access information resources via telephone or online. They are not eligible for homebound delivery of materials.

d. Registered sex offenders convicted of sex offenses against minors may not loiter, as defined under Iowa Code Section 692A.101(17), as amended, within three hundred (300) feet of library property without the written consent of the Library Director.

e. Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges.

f. Attendance at Open Public Meetings: Sex offenders convicted of sex offenses against minors wishing to apply for written permission to attend an open public meeting at the library must submit a written request to the Library Director.

g. Library as a polling location: State law provides for an exemption for the purpose of voting. Persons prohibited from being on library property will be allowed on library property solely for the period of time reasonably necessary to exercise the right to vote in a public election if the library is named a designated polling location.

h. Reinstatement: Privileges may be restored to any offender whose name has been removed from the Sex Offender Registry upon written proof of said removal. Proof may include presentation of a copy of the written notice of removal. Removal must be verified by a search of the Sex Offender Registry completed by authorized library personnel. Library personnel will have up to 24 hours to verify said removal from the registry. Upon verification all rights will be reinstated.

6. Library Conduct Policy (*Amended 11/09/17*)

a. Library patrons are expected to be engaged in productive use of the library’s resources. This includes reading, studying, researching, attending programs, and utilizing library material. Patrons have the right to use the library undisturbed and library employees have the right to work without undue interference.

b. No person shall engage in any conduct which disturbs or interferes with the legitimate use of the library including, but not restricted to, the following:

-Any behavior that is illegal.

-Any behavior that endangers oneself or others.

-Any behavior that is disruptive to the Library environment.

-Any behavior that is abusive to a staff member or patron.

-Any use of the Library that interferes with the Library’s purpose.

c. Specific prohibited activities include, but are not limited to, the following:

-Willfully annoy, harass, or threaten another person.

-Behaving in a disorderly, loud, or boisterous manner.

-Defacing or destroying library property.

- Remaining in the library after regular closing hours.
 - Playing audio equipment at a volume that is disturbing to other users.
 - Theft of library materials or the personal property of other patrons or staff members.
 - Use of abusive language.
 - Stalking, harassing, or intimidating patrons or library staff anywhere on library property.
- d. Suspension of library privileges due to patron conduct: Library privileges may be suspended for inappropriate, disruptive or violent behavior at the discretion of supervising library staff. The patron has the right to appeal the suspension of privileges to the director and/or Library Board of Trustees.

C. Circulation of materials

1. Confidentiality of Records (*Amended 08/13/15; Last Reviewed 11/09/17*)

- a. The Library protects the records of patrons pursuant to Iowa Code: “The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library [shall be kept confidential]. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling. Iowa Code § 22.7(13) (11).”
- b. Custodian of Records: The WFPL Board of Trustees designates the Library Director as the formal custodian of records. If the Library Director is unavailable, the Library Assistant on-duty is granted the authority, but not the obligation, to provide a parent or guardian access to his/her child’s circulation records if the child is under the age of 10 as outlined in section c.
- c. Information concerning an individual’s account will be released to that individual only. Other requests for the release of confidential patron records will only be honored pursuant to a court order as described above. The library may release information to the parent or guardian of a child under the age of 10 for the purpose of recovering overdue materials and settling accounts for lost, late or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using. The Library Director or the Director’s designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential if the purpose of such release is in accordance with the provisions of this policy and Iowa law.

2. Non-circulating materials (*Amended 11/09/17*)

- Reference books
- Rare and valuable books
- Current magazines
- Current newspapers
- Contents of genealogy room

3. Circulating materials (*Amended 05/10/18*)

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|---------------------------------|-----------------------|
| -Books/Audiobooks | 14 days |
| -Art prints (limit 2) | 60 days (no renewals) |
| -Magazines (other than current) | 14 days |
| -CD-Rom Software | 14 days |

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| -Music CDs (limit 5) | 14 days |
| -Board & Card Games | 14 days |
| -Entertainment DVDs (limit 2) | 14 days |
| -Non-Fiction DVDs | 14 days |
| -Meeting room equipment | varied* |

*See *In-Library Equipment Use and Out-of-Library Equipment Checkout Policies*

a. Residential facilities have special arrangements for extended loan periods: 30 days (delivered)

b. Teachers (including homeschooling families) may, upon request, receive the extended loan period of 30 days. After 30 days, if an item does not have a reserve on it, it may be renewed for an additional 14 day period once. Items granted an extended educational loan period must be for instruction and not for personal entertainment use. Seasonal and other high demand items may be excluded from this policy at the discretion of the librarian.

c. Fine Free Card Limits: Users who choose a Fine Free Card will have the following limits placed on their accounts: only 2 books and 1 audio/visual item (such as a DVD or music CD) may be checked out per card.

4. Reserving materials (*Amended 10/09/14; Last Reviewed 11/09/17*)

a. Registered borrowers may place holds on circulating materials in person, by phone or online.

b. Borrowers will be notified by phone or e-mail that the requested material is available. Items will be held for one week before being returned to the shelf. If an item has more than one reserve it will only be held for three days before it is made available to the next person on reserve.

c. The Washington Public Library will adhere to all provisions of Section 22.7 of the Code of Iowa (Confidentiality of Records) when notifying patrons of the availability of a reserved book.

5. Renewing materials (*Amended 11/10/16; Last Reviewed 11/09/17*)

a. Borrowers may renew items twice in person, by phone or online unless there is a hold on the item.

b. No renewals on art prints.

6. Overdue materials (*Amended 11/09/17*)

a. Fines:

- Books, audio-recordings, and magazines are covered by a seven-day grace period. No fines are levied for the first seven days after the date an item is considered due.

- After the grace period has expired, the borrower will pay \$.10 per day from the date due which will accrue to a maximum amount of \$5.00, not to exceed the cost of replacement. Total accrual of fines is not to exceed \$10.00 per card, or \$20.00 per family. Any fines beyond that will be waived.

- There is no grace period for art prints.

- Art print fines are \$.50/day and accrue to a maximum amount of \$5.00, not to exceed the cost of replacement.

-No fines will be levied for Fine Free Cards, though no additional items can be checked out until all overdue items are returned or replaced.

b. Notification of overdue material:

- The Washington Public Library will adhere to all provisions of Section 22.7 of the Code of Iowa (Confidentiality of Records) when notifying patrons of overdues, and to Sections 714.5 and 808.2 of the Code of Iowa in trying to recover overdue library materials.

- Patrons will be notified according to the following schedule:

- First notice – by e-mail if a valid address is provided

- Second notice – by telephone after 9 days overdue
- Third notice – by phone after 3 weeks overdue
- After 30 days overdue an item will be considered lost and the patron will be invoiced for the cost of replacement. Patrons are re-invoiced at six months overdue, with a final invoice sent at twelve months overdue.
- Invoices for materials in excess of \$50.00 that are not returned or paid for after a year of invoicing will be turned over to the Iowa Income Offset Program to assure the return of or payment for library property.
- As the library is not a for-profit organization and overdue fines are merely an effort to get books returned on time and are not due to library property being lost or damaged, overdue fines may be forgiven.

c. Lost and/or damaged material:

- Lost or damaged material fees will be determined on a case by case basis, based on a reasonable assessment of the cost of replacement or repair of the materials in question.
- Schedule of replacement cost for items without an available or current price for replacement:

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|-------------------|----------|
| Adult non-fiction | \$30.00 |
| Adult fiction | \$20.00 |
| Paperback (F) | \$7.00 |
| Paperback (NF) | \$15.00 |
| Children's books | \$15.00 |
| Audiobooks | \$25.00 |
| J Audiobooks | \$10.00 |
| Art Prints | \$125.00 |
| Videos | \$15.00 |
| Reference | \$50.00 |
| Magazines | \$3.95 |

- Patrons may replace materials on their own with permission of librarian.
- Patrons with lost or damaged materials will be invoiced 30 days from the original due date or when it is determined that the materials are lost or damaged, and re-invoiced at six months, with a final invoice sent at twelve months.
- Invoices for lost or damaged materials in excess of \$50 that are not returned or paid for after a year of invoicing will be turned over to the Iowa Income Offset Program to assure the return of or payment for library property.
- Payment for lost materials immediately voids any fines accrued on the same materials, so that the patron does not pay both the replacement cost and fines.

d. Suspension of library privileges due to unreturned materials:

- The borrowing privileges (checking out materials and using computers) of patrons with outstanding invoices will be suspended until materials have been returned or payment has been made in full. In special circumstances, the Library Director will set up payment plans under which library privileges will be restored as long as the payments agreed upon are being met.
- Patrons with fines on their accounts exceeding \$5.00 will lose library privileges until at least a partial fine has been paid and the amount of total fines owed is at or below \$5.00. In special circumstances, the Library Director will work with patrons to set up a payment plan, as in the case of invoices.

7. In-Library Equipment Use Policy (*Amended 07/16/15; Last Reviewed 11/09/17*)

- a. The Washington Public Library, at its discretion, lends equipment such as laptops, iPads, and projectors for in-library use as a public service. Given the expense of the

equipment, the library requires photo identification and a Washington library card for equipment that is borrowed*. The borrower's library account must be in good standing, and the borrower must be either 18 years old, or over the age of 10 with a guardian's signature of approval.

-The City of Washington, IA and the Washington Free Public Library are held harmless by the borrower for any damage, injury, or loss.

-By borrowing equipment from the Washington Public Library the patron is responsible for the item(s).

-The borrower warrants that the equipment was in good working order when borrowed and that the Library will be reimbursed if the equipment is damaged, lost, or stolen while checked out.

-The borrower must return the equipment to the front desk 15 minutes before the Library's regular closing hours**.

-The borrower understands that the equipment CANNOT be removed from the library. Until the equipment is placed in the hands of a library staff member, and is checked in, it is the borrower's responsibility**.

-If parts or pieces of the equipment are missing or damaged, the borrower's Library privileges will be revoked until the costs for repair and/or replacement have been paid by the borrower.

-After 30 days, the unpaid balance of any equipment repairs or replacement may be referred to the City Attorney. §714.5 of the Code of Iowa clearly states that failure to return library materials or equipment is evidence of attempted theft.

*If the equipment is being borrowed for a meeting/event by a person or group from outside of Washington County, the responsible party will sign the agreement and show valid state ID, but is not required to have a Washington Library card.

**Prior arrangements can be made for equipment use at meetings that extend past closing hours. Arrangements must be made with a Library Assistant or the Library Director before the meeting begins. Equipment is to be secured in the equipment room attached to the Nicola-Stoufer Room at the end of the meeting. In the case of an after-hours meeting, no IDs will be kept during the equipment's use.

b. Laptop and Tablet Users:

-Laptops and tablets are not to be left unattended in the library. If, for any reason, a borrower has to leave the library while the laptop/tablet is still checked out, the device will be left at the front desk until it can be used again (including using the restroom).

-No more than two people may use the same laptop/tablet at any one time. Both users must sign an In-Library Equipment Use Agreement.

-The laptop/tablet batteries hold a charge of three (3) hours, but the library cannot guarantee that the device loaned out will be useable for that full amount of time. It is the user's responsibility to save data in the case of battery failure.

-WARNING: The Library's free wireless Internet service is an open network provided for your convenience and its use is at your own risk. It is available to the general public, and is NOT INHERENTLY SECURE. The Library cannot and does not guarantee the privacy of your data and communication while using the service. By using this service, users acknowledge and knowingly accept the potentially serious risks of accessing the Internet over an unsecured network.

c. Equipment available for In-Library Use includes:

-E-Readers/Tablets: iPad A1395, iPod Classic, Kindle Fire, Kindle Keyboard, Kindle Wifi, Nexus 7, Nook Color, Nook Simple, Sony Reader.

-Laptops: HP ProBook 6550b, MacBook A1278, MacBook.

-Presentation Equipment: Easel (metal) Ethernet cords, Mac VGA adapter cords (iPad, miniDVI, Thunderbolt), NEC Projector VT695, NEC Projector VT465, Presentation bag (projector remote, cord, and wireless presenter), Screen (portable), Shure ULX1 Wireless Bodypack & WL93 Lavalier microphone, Shure ULX2/SM58 handheld microphone.

8. Out-of-Library Equipment Checkout Policy (*Amended 06/11/15; Last Reviewed 11/09/17*)

a. The Washington Free Public Library, at its discretion, lends equipment such as laptop computers, media projectors, and e-readers to residents of Washington County as a public service. Given the expense of the equipment, the library requires photo identification and a Washington library card for equipment that leaves the building. Some equipment will require a security deposit to checkout for out-of-library use. The borrower must be at least 18 years of age and the borrower's library account must be in good standing.

-The City of Washington, IA and the Washington Free Public Library are held harmless by the borrower for any damage, injury, or loss.

-The borrower is responsible for any equipment borrowed from the Washington Public Library.

-The borrower warrants that the equipment was in good working order when borrowed and that the borrower will reimburse the Library if the equipment is damaged, lost, or stolen while checked out.

-When the loan period has elapsed the borrower must return the equipment to the Library.

-If the equipment is not returned on time, a late fee will be assessed (\$1 per day) up to the replacement cost of the device.

-The equipment CANNOT be returned in the bookdrop. Until the equipment is placed in the hands of a library staff member and is checked in, it is the borrower's responsibility.

-If a security deposit is required for the equipment being checked out, the equipment will not leave the library until the deposit has been secured.

-Any security deposit will be returned to the borrower when the equipment is returned in the same condition as borrowed. If parts or pieces of the equipment are missing or damaged, the deposit will be held by the Library until the costs for repair and/or replacement have been paid by the borrower.

-After 30 days, the unpaid balance of any equipment repairs or replacement may be referred to the City Attorney. §714.5 of the Code of Iowa clearly states that failure to return library materials or equipment is evidence of attempted theft.

-Library use takes precedence over all other uses. No equipment is guaranteed to be available.

b. Equipment available for checkout includes:

-E-Readers/Tablets: iPad A1395 (1 week checkout, \$400 replacement, \$50 deposit), iPod Classic (2 week checkout, \$300 replacement), Kindle Fire (2 week checkout, \$200 replacement), Kindle Keyboard (2 week checkout, \$190 replacement), Kindle Wifi (2 week checkout, \$110 replacement), Nexus 7 (2 week checkout, \$165 replacement), Nook Color (2 week checkout, \$150 replacement), Nook Simple (2 week checkout, \$100 replacement), Sony Reader (2 week checkout, \$135 replacement).

-Laptops: HP ProBook 6550b (1 week checkout, \$1,000 replacement, \$100 deposit), MacBook A1278 (1 week checkout, \$1,100 replacement, \$100 deposit), MacBook A1342 (1 week checkout, \$1,000 replacement, \$100 deposit).

-Presentation Equipment: Metal easel (1 week checkout, \$50 replacement), NEC Projector VT695 (1 week checkout, \$1,000 replacement, \$100 deposit), NEC Projector VT465 (1 week checkout, \$1,000 replacement, \$100 deposit), Portable screen (1 week checkout, \$100 replacement).

9. Interlibrary Loan (ILL) Policy (*Amended 06/11/15; Last Reviewed 11/09/17*)

a. Purpose: Due to limited budget and shelving space, the Washington Public Library does not own all materials that are requested by our patrons. Interlibrary loan (ILL) is used to obtain from other libraries those materials that are beyond the scope of our collection.

b. Borrowing from other libraries: The Washington Public Library charges \$2.00 per item for patrons to use the ILL service. This helps us offset shipping costs. The patron will be notified of the charge before the material is borrowed. The charge will be posted to the user's account if the item is ordered but not picked up by the due date.

-Checkout periods for ILL items are set by the loaning library, and are usually two weeks. On occasion, the Washington Public Library may receive permission from the loaning library to extend a due date.

-A patron may have only three active ILL requests at one time. Books published within the last year are not eligible for interlibrary loan. Those books will be considered for purchase by the library's selectors.

-Interlibrary loan privileges may be suspended if:

-a patron habitually requests titles and does not pick them up;

-materials are misused; or

-materials are returned late.

c. Interlibrary loan for Bookclubs: Washington Public Library offers a special interlibrary loan (ILL) service for local bookclubs. The Library will request multiple copies of books from other libraries in order to provide bookclubs with the number of copies they need. We ask that the bookclub or its members reimburse the Library \$2.00 per book to help cover the cost of shipping.

-Multiple copies of books are available to bookclubs if:

-the books are at least 1 year old, and

-the books are not current bestsellers.

-Occasionally, due to circumstances beyond our control, the Library is unable to fill a request. If this occurs, the Library staff will work with the bookclub to try to find an alternate title.

-Only book club members with a Washington Public Library card may check out books through this program, due to interlibrary loan rules.

-Some multiple copy bookclub sets are available from Iowa libraries and include discussion questions. Bookclubs are encouraged to choose titles that are included in the Multiple Copies List. The list is available here: <http://www.statelibraryofiowa.org/ld/k-kp/multiple-copies>.

-Bookclubs should designate a contact person for the bookclub, who will contact the Library with the titles and dates of the book discussions.

-ILL requests should be made at least 5 weeks before the bookclub meeting. With sufficient advance notice, the Library will order the books so that they will be available approximately 4 weeks prior to the bookclub meeting. Bookclub members are responsible for returning the books on time, renewing items, or paying the overdue fines.

d. Lending to other libraries: The Washington Public Library endeavors to extend Interlibrary Loan services to all public, governmental and academic libraries. Other libraries may submit requests which will be evaluated on a case-by-case basis.

-All individuals not holding a current Washington Public Library card who wish to borrow an item from our collection must initiate their request through another library as an Interlibrary Loan request.

-What can be borrowed – All library materials available for checkout to regular patrons

are eligible for ILL with the following exceptions: reference materials, newspapers, genealogy materials, e-books, art prints, electronic equipment.

-The Library will not provide loans to other libraries of high demand material if local patrons have outstanding hold requests for those items.

-Requests must be submitted through the SILO Interlibrary Loan system and must be initiated by an Open Access participating library. Rush requests are accommodated only as time and staffing permit. The library will provide quick turnaround on most requests, usually responding within three (3) business days. Items commonly will be loaned for one month. This allows for transit time. Requests for extended due dates will be considered on an item-by-item basis.

-Lost, damaged or stolen Interlibrary Loan materials are subject to the Washington Public Library rules and regulations. Upon notice that an item cannot be returned, Washington Public Library staff will provide the borrowing library with the charge for that material. Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrowing library.

10. Pre-school iPad Loan Policy (*Amended 07/16/15; Last Reviewed 11/09/17*)

a. The Pre-School iPad Loan program has been made possible with a donation to the Washington Free Public Library from Iowa Public Television (IPTV). We are excited to offer these iPads to your facility to aid in educating our area students and ask that you adhere to the following agreement.

b. Eligibility: iPads can be checked out from the Library by registered pre-school programs, and who read, agree to, and sign the iPad Loan Agreement.

c. Loan period: iPads will be brought to the facility by the Children's Librarian during a regularly scheduled visit. The loan period is 1 month, with the possibility of renewal unless another facility is on hold for one. iPads are provided on a first-come, first-served basis. The Library cannot guarantee that an iPad will be available when requested. The Children's Librarian will pick up the iPad during the next regularly scheduled visit after the loan period is complete.

d. Damages: The borrowing facility should report any problems experienced with the iPad during their borrowing period. The borrowing period may be cut short if problems are found that require maintenance. Borrowers are to return all components with the iPad, including power cord, case, any adapters loaned, and headphones. iPad should be returned in Big Grip Case. While the Library will not hold any facility financially accountable for damage, the Library does reserve the right to discontinue this agreement if continued abuse/damage occurs. We ask that adults make every effort to oversee the students in using the iPads in a constructive manner.

e. Personal Data and Information: The iPads have 16GB of internal memory and are equipped with WiFi. The iPad comes with a suite of preloaded sample files and applications, but users may sync additional data and applications, with the understanding that all data will be wiped and replaced with the standard preloaded files and apps when the iPad is returned to the Library. Any additional apps or media purchased by the borrower during the loan period must be done with the borrower's own funds, and is not the responsibility of the Library. Any data or documents saved to the iPad by the patron during the loan period will be permanently erased during the restore process.