



# Upper Dublin Public Library

## Device Use Policy and Agreement

*Connecting people and ideas to educate, inspire and strengthen the Upper Dublin community. UDPL—We're About You!*

The Upper Dublin Public Library (UDPL) currently lends iPads for in-library Internet and educational app use via Upper Dublin Township's wireless connection. The Device Use Policy and Agreement is meant to be inclusive of all current and future devices loaned by the Library.

### **Borrowing Eligibility and Requirements**

Library devices may be checked out to persons 18 years or older with a photo ID, a valid library card, and a signed borrower's agreement. Parent/guardians may check out devices for supervised use by children under 18. One device will be loaned per card, and the photo ID will be held at the front desk until the device and its accessories are returned in good condition. Devices will be checked out in 1-hour increments, which may be renewed up to 2 times for a total use time of 3 consecutive hours if no one is waiting after the first or second hour. Devices must be returned to a staff member at least 30 minutes before Library closing time. Failure to return the device on time will result in fines assessed at \$5/hour (fines are not prorated). Eligible borrowers must have library accounts in good standing with no unresolved lost items.

### **Borrower's Responsibility**

The borrower is responsible for preventing damage to or theft of the Library's devices. Devices are costly to replace. Devices may not be left unattended or used near open food or beverage containers. Notify staff immediately of any problem with a device. Devices must remain in the Library, and may not be taken into restrooms. In the event of damage, loss, or other device problem, the Borrower must immediately notify Library staff. A borrower may be held responsible for the cost of a damaged or lost device, and charges may incur based on replacement value not to exceed \$500. The Library reserves the right to assess other charges for damage as necessary. Removal of the device from library premises will be considered theft and will result in assessment of replacement charges and/or criminal prosecution.

Borrowers must abide by the UDPL's Internet and Computer Use Policy and Guidelines, which forbids users from retrieving or using violent material or sexually explicit material as defined in Title 18, Section 5903 of the Pennsylvania Consolidated Statutes, 18 Pa.CS §5903. View the complete policy at: <http://www.upperdublinlibrary.org/cms/AboutUs/PoliciesPage.aspx>.

Do not save files to Library devices. Files saved on the Library devices are erased once the device is shut down. Borrowers may not install software, apps, or in any way alter the configuration of the devices. Any attempt to tamper with security devices or software will result in permanent suspension of device borrowing privileges.

**Limitations and Disclaimers - Please Read!**

Library staff may provide technical assistance or troubleshooting as defined in the Upper Dublin Public Library Computing Assistance Policy and Waiver. View the complete policy at: <http://www.upperdublinlibrary.org/cms/AboutUs/PoliciesPage.aspx>.

The Library cannot guarantee that you will be able to make a connection. The Library's wireless network is not secure and you use it at your own risk. The Library recommends that you do not send sensitive or personal information through this network. The Library is not responsible for the safety of your data.

Approved by the Upper Dublin Public Library Board of Directors 6/19/2013, rev. 8/17/16, rev. 11/15/17

**By signing this document, I verify that I have read and understand the Device Use Policy, that I consent to the terms of the Agreement, and do further agree that if I violate any terms of the Agreement whereby charges are assessed, including late fees and replacement and/or repair costs as set forth in the Agreement, that I will pay such charges as are assessed by the Upper Dublin Public Library forthwith, and that failure to pay such fees or charges may result in Upper Dublin Public Library initiating legal action to collect such fees and/or charges, and in such event, that I will reimburse Upper Dublin Public Library for all counsel fees, costs, and expenses incurred in enforcing the Agreement.**

Name (print) \_\_\_\_\_ Date: \_\_\_\_\_

Library Card # \_\_\_\_\_

Type of Photo ID and # \_\_\_\_\_

Signature \_\_\_\_\_