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## **BARTLETT PUBLIC LIBRARY DISTRICT IPAD USE POLICY**

**The purpose of the use of the iPad is to encourage early literacy; therefore the iPad is for exclusive use of families with children under the age of 12.**

A Library iPad Use Agreement must be signed by the user. The borrower is responsible for the iPad until it is checked in by the library staff.

iPads may only be used in the Youth and Teen Services Department and cannot be removed from the second floor.

### **What do I need to check out an iPad?**

- A valid (not expired) Bartlett Public Library District card or a card from another library registered with the Bartlett Public Library District
  - If the borrower does not have a valid library card, the borrower will need a valid (not expired) government issued photo ID, such as a Driver's License.
- A signed iPad Use Agreement.
- You must be 18 years of age or older.
- If you owe the Bartlett Library more than \$15 dollars, you will not be able to use an iPad.

### **How long may I use the Library iPad?**

- iPads are available on a first-come, first-served basis for up to two hours per day. No reservations will be accepted.

### **Where may I use the Library iPad?**

- iPads may only be used in the Youth and Teen Services Department and cannot be removed from the second floor. Taking the iPad out of the Library is considered theft of library property and will be referred to the police to deal with.

### **How do I log onto the Library iPad?**

- Start the iPad using the "home" button found on the left center.

### **What if I return the Library iPad late?**

- Late charges are \$10.00.
- You will also be charged for damage to the iPad or case.



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### **Where do I go for help using the Library iPad?**

- Any of the Youth and Teen Librarians will be able to help you use the Library iPad. It is expected, however, that you have general iPad knowledge and will be able to perform most basic iPad functions.

### **Other iPad facts:**

- At checkout you are responsible to see that the iPad is working as well as no damage to the case and all accessories are included.
- You must not leave the iPad unattended.
- Do not load additional apps onto or delete apps currently on the iPad.
- You must not let anyone else use the iPad that is checked out to you.
- If you use sound, you must be able to adjust the volume on the screen.
- You must report any hardware or software problems to the Youth Librarian.
- The latest that an iPad can be checked out is 8:00 p.m., Monday through Thursday, 5:00 p.m. Friday, or 4:00 p.m. Saturday and Sunday.
- iPads must be returned fifteen minutes before the building closes.