



In-House Use Guidelines

- Only current MORE consortium library cardholders in good standing may borrow an iPad for use in-house. “Good standing” is defined as a library card account and any custodial children/guardians’ accounts having fines and fees of less than \$10.00.
- The cardholder must be 18 years of age or older.
- The cardholder must present his/her actual library card.
- In addition, a photo ID will be required. The ID can be a Driver’s License, State ID, Military ID, Student ID and/or Passport photo which contain the cardholder’s name and an identifiable photo.
- Only one checkout of an iPad per day per cardholder will be permitted regardless of total time actually used.
- In-house use iPad loan periods are for up to 4 hours or less depending on library hours and time of use.
- iPads for in-house use may not be reserved. Available iPads for use in-house will be obtainable on a first-come, first-served basis.
- An iPad will be checked out onto the eligible cardholder’s library account while the iPad is used in-house. The checkout will occur at the Customer Services area of the Circulation Desk at the L.E. Phillips Memorial Public Library starting at the time the library opens and up to 2 hours before the library closes.
- In-house use iPads must remain inside the library at all times and may not be taken past security detection gates. Leaving the library building with an in-house use iPad will be considered theft of library property by L.E. Phillips Memorial Public Library and will be reported as such to the proper legal authorities.
- Do not leave a checked-out iPad unattended. Library staff is not responsible for checked-out iPads or accessories.
- iPads must be returned to the library staff at Customer Services at the L.E. Phillips Memorial Public Library no later than 1 hour before the library closes. The cardholder must remain at Customer Services until all equipment has been checked to make sure that all pieces are accounted for, checked in and cleared from the cardholder’s card and the Borrower Agreement is signed and dated signifying a proper return.
- iPads may not be returned to an unattended public desk. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
- Overdue fees will be charged for iPads not returned by the specified time to Customer Services at a rate of \$5.00 for every 15 minutes overdue. There is no grace period.

- Be careful with the iPad. Keep it safe from water and other liquids and take care not to drop it.
- Immediately report to Information and Reference any loss of, or damage to, an iPad. Do not attempt to troubleshoot problems with the iPad.
- The iPad Borrowing Agreement must be completed with each in-house use, acknowledging financial responsibility for lost, stolen or damaged equipment.
- Once an iPad is checked out onto a cardholder's library record, it becomes the sole responsibility of that cardholder per the Borrower's Agreement.
- Cardholders are responsible for complying with Library Board Policies on Computer and Internet Use and Internet Safety and the library's Computer and Internet Use Rules of Conduct. These documents are available upon request.
- The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current version of the Borrower Agreement and iPad Guidelines.
- The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning an iPad or its accessories.

iPad CONTENT:

- Library staff will load content onto the device.
- United States Copyright Law (Title 17 U.S. Code) prohibits the unauthorized reproductions or distribution of copyrighted materials, except as permitted by the principle of "fair use." This includes most digital information resources.
- Content will be returned to the library's default content choices at the end of each use. Any content added by the cardholder during their checkout period will be lost. "Content" includes, but may not be limited to, applications ("apps"); downloaded material, such as music, audiobooks or e-books; photos, video recordings, website shortcuts, and text files.



**L.E. Phillips Memorial
Public Library**

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