



14-Day External Loan Guidelines

Only current MORE consortium library cardholders in good standing may borrow an iPad. "Current" is defined as having a library card for a minimum of 30 days. "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 to check out an iPad.
- The cardholder must present his/her actual library card in order to check out an iPad.
- 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 iPad per household may be checked out at any given time.
- iPads can be checked out at the Customer Services area at the Circulation Desk at the L.E. Phillips Memorial Public Library starting at the time the library opens.
- External use iPad loan periods are for up to 14 calendar days and are not renewable. Overdue fees will be charged for iPads not returned by their due date in the amount of \$10.00 per day. Maximum fine is \$100.00.
- iPads must be returned to 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 placed in outdoor book returns, including both curbside returns at the library and at area grocery stores. iPads also may not be placed in a return slot inside the library. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
- An overdue notice will be sent when an iPad is 2 days past its due date; another overdue notice sent 5 days past an iPad's due date and a BILL STATEMENT will be sent 7 days past the due date. If an iPad is not returned within 3 days from the date of the BILL STATEMENT, the full replacement cost will be added to the cardholder's library record and no return is possible.
- Be careful with the iPad. Keep it safe from water and other liquids and take care not to drop it. Avoid exposing the iPad to extreme temperatures such as leaving it in your car in winter or in the summer's heat.
- The iPad Borrowing Agreement must be completed with each checkout, 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.
- 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 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 checkout. 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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