

Technology Lending

The Patrick Heath Public Library has established a technology lending program to allow the public to check out laptops and other portable devices, such as tablets. The program gives patrons greater freedom to connect to information and entertainment in the library and in some cases at home.

Tablets and laptops come preloaded with applications and/or software, selected by library staff for their appropriateness to the department they serve. Patrons have the opportunity to suggest applications or software they find absent on library devices. Tablets and laptops are available on a first-come, first-served basis.

Available Devices:

In-Library Use:

3 (three) iPad tablets (youth services department-1st floor)

10 (ten) laptops (young adult services department-2nd floor)

Guidelines for Use:

- In-library use tablets may be borrowed by Patrick Heath Public Library card holders whose account is in good standing.
- In-library use laptops may be borrowed by adults or teens 12 years of age and older with a library account in good standing. Adults and teens 12 to 16 years of age must also have an Electronic Device Agreement (EDA) on file. The patron's library card, or approved ID, must be presented in order to check out a technology item.
- Tablets can be checked out at the 1st floor Youth Services Desk and must remain in the Youth Services Department.
- Laptops can be checked out at the 2nd floor Young Adult Services Desk and must remain on the 2nd floor.
- Use is limited to one device per patron at any given time.

- The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning devices. Once a device is checked out to a patron, it becomes the responsibility of that patron.
- All tablets must be returned in person to the 1st floor Youth Services Desk.
- All laptops must be returned in person to the 2nd floor Young Adult Services Desk or the Information Desk if staff is not present at the Young Adult Services Desk.
- At the time of return, the device will be inspected by library staff. If damage is discovered by library staff, repair or replacement costs will be added to the patron's account.
- Library laptops are filtered.

Rules Governing Use:

Use of library devices, computers, Internet and wireless access is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Refer to the library's ***Computer Use and Wireless Access Policy*** for examples of inappropriate use of library technology.

Devices must never be left unattended; if devices are left unattended, they will be returned to the appropriate desk and device privileges could be suspended.

Loan Periods:

- Two (2) hours: In-library use laptops
- One (1) hour: In-library use tablets

Renewals are not permitted.

Any device must be returned for 24 hours before being checked out again to the same patron.

Fines

Materials are overdue at close of business on the date due.

Replacement Fees for Lost or Damaged Items

iPads

- Protective Case: \$25.00
- iPad Tablet: \$600.00

Laptops

\$800-\$1,000

Last review or revision: March 14, 2019
Initially adopted: November 12, 2015

Patrick Heath Public Library
Electronic Device Agreement

- The Library is not responsible for any liability, damage or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- Patrons must meet the following criteria to use devices:
 - In-library use tablets may be borrowed by Patrick Heath Public Library card holders with a library account in good standing.
 - In-library use laptops may be borrowed by adults or teens 12 years of age and older with a library account in good standing. Adults and teens 12 to 16 years of age must also have an Electronic Device Agreement (EDA) on file.
- Patrons are not permitted to install software or apps on library devices.
- Use is limited to one device per patron at any given time.
- The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.
- Loan periods are as follows.
 - In-library use laptops: two (2) hours
 - In-library use tablets: one (1) hour
- Renewals are not permitted.
- All tablets must be returned in person to the 1st floor Youth Services Desk.
- All laptops must be returned to the 2nd floor Young Adult Services Desk or Information Desk.
- At the time of return, the device will be inspected by library staff. If damage is discovered by library staff, repair or replacement costs will be added to the patron's account.
- Any device must be returned for 24 hours before being checked out again to the same patron.

By signing below, I agree to the following statements:

I have read the rules for borrowing a PHPL electronic device and understand the rules stated above.

I accept full responsibility and liability for the device that I have borrowed.

I will reimburse the Patrick Heath Public Library for the cost of repairing or replacing this device and/or accessories if they are lost, stolen, or damaged while checked out in my name.

Printed Name: _____

Signature: _____

Date: _____

Library Card Number: _____