



6.16.5 Tablet Borrowing Policy (Policy Accepted by Resolution LB2021-48, December 14, 2021)

What is needed to borrow a tablet?

- A tablet may be checked out by a Spanish Public Library card holder, is a permanent resident of Spanish, and be in good standing (no outstanding fines, fees or overdue items) with the library. Photo ID and Proof of current address (if not on photo ID) must be provided.
- The user must sign a **7.10 Tablet Borrower's Agreement** Form. Patrons under 18 years of age must have a parent or guardian with them to sign out the tablet.

Loan Period

- A tablet can be checked out for 14 days
- Tablet's must be handed directly to staff when returned. **DO NOT RETURN IN THE BOOK DROP** as this may result in damage and the borrower paying the full replacement cost of the device.
- Tablet's can be renewed if there are no holds or a waiting list for them.

Fines

- Overdue fine for a tablet is \$20.00 per day.
- If a tablet is more than 10 days overdue, or is returned damaged, the patron will be charged the replacement cost, which will include the cost of the tablet, stylus (if provided with tablet), the cover, the charging cord and the power supply. The reason for this being that the library may not be able to replace the tablet with the same type.
- If the cover, stylus, cord or power supply are not returned, the appropriate replacement fees will be charged.
- Patrons may not register the tablet with a credit card to purchase items. Also, patrons must not register the device with any service, or change the login name on the laptop. Failure to adhere to this policy will result in a non-negotiable \$50 fine to cover staff time in communicating with the vendor and re-setting the device registration.

Security

- The tablet may not be loaned to anyone else besides the borrower who signs the agreement.
- Please treat the tablet with care, keeping it safe from liquids and from being dropped. Do not attempt to clean the tablet with any chemicals or liquid.
- Tampering with the security features of the tablet is prohibited and may result in suspension of borrowing privileges or payment for damages/replacement. Tampering includes, but is not limited to: hacking, cracking or modifications of any sort.
- If specific software is needed, requests for the installation of software will be reviewed by the librarian on a case-by-case basis.

