

Wyckoff Free Public Library Laptop and iPad Usage Policy

The Wyckoff Free Public Library has acquired 3 Dell PC laptops and 10 iPads for patron use. Laptops and iPads may be checked out for use inside the library only by people presenting Wyckoff Library cards in good standing. Laptops are checked out at the circulation desk and iPads are checked out at the reference desk. With both types of devices, the following rules apply:

If the person checking out the device is 18 or older, he or she must provide a clear photocopy of his or her driver's license or other photo ID and sign a laptop/iPad Borrower Agreement, both of which the library will keep on file for future borrowing occasions. If the person checking out the device is under 18, a parent or guardian must provide a photocopy of his or her driver's license or other photo ID and sign a laptop/iPad Borrower Agreement on behalf of the minor.

A laptop or iPad is available on a first-come, first-served basis and cannot be reserved. Staff can spend only brief periods of time assisting a patron one-on-one with how to use one of these devices; a borrower should either already know how to use the device or be able to teach himself. A borrower must also comply with the library's Internet Usage Policy and should be aware that the library's wi-fi connection is not secure and any personal information recorded on a library laptop or iPad is at risk for unauthorized access.

Checkout period is two hours, at which time the device must be returned to the desk from which it was checked out. If no one is waiting to use the device it may be checked out again for another two hours. If the device malfunctions while a patron is using it, the patron must immediately alert someone at the desk. Do not attempt repairs, adjustments or alterations of any kind. The device must be returned to the desk no later than 30 minutes before the library is to close, regardless of the time it was checked out. The laptop or iPad should be returned to the desk still powered ON. It will be checked for damage before it is discharged from a patron's library card.

The borrower is responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended. The full-replacement cost for either device (including accessories and software) currently ranges between \$500 and

\$900. If a patron removes a laptop or iPad from the library, the fine is \$25 per day and suspension of all library borrowing privileges until the device is returned. Failure to return a laptop or iPad to the library constitutes theft and the library will pursue prosecution to the fullest extent of the law.

A borrower's files on a library laptop will be automatically erased from the device when it is shut down. To preserve files, a borrower should save them on a USB flash drive or email them to himself. Any apps the patron downloads onto the iPad will also be erased when the device is returned.

The Board of Trustees reserves the right to amend this policy at any time.

Adopted: December 19, 2012