



# Tablet and Kindle Policy

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The Library's tablets and Kindles may only be used in the Library. Removal of a Library tablet or Kindle from the Library will be considered theft. All applicable laws will apply.

## Eligibility

- Only Hauge Memorial Library cardholders may borrow a tablet or Kindle.
- The borrower must present either: A) a valid driver's license; or B) another form of valid photo I.D. The I.D. will be held, with the borrower's library card, at the Circulation Desk until the tablet and Kindle is checked back in by library staff.
- Patrons under 18 years of age must have signed consent (page 3) by parent/guardian on file prior to using tablet or Kindle.

## Loan Period and Availability

- Tablets and Kindles can be checked out from the Circulation Desk for 2 hours.
- Tablet and Kindle lending will end one hour before the Library closes. Tablet must be returned 30 minutes before closing.
- Tablets and Kindles are available on a first-come, first-served basis and cannot be reserved.
- A cardholder may borrow only one tablet and/or one Kindle at a time.

## Late Fees and Liability

The borrower is financially liable for any lost, stolen or damaged tablet or Kindle. Fines and fees for tablets will be processed immediately. See page 2.

Description	Fines/Fees
Damaged power cord.	Replacement cost.
Damaged tablet or Kindle.	Repair cost (up to replacement cost).
Lost or stolen tablet or Kindle. (If tablet or Kindle was stolen, the borrower is responsible for submitting a police report to the Library Director.)	Replacement cost.

## Limitations on Tablet/Kindle Use

- Printing from tablets and Kindles is unavailable.
- The borrower must not leave the tablet or Kindle unattended. If a borrower must leave for a short time, the tablet or Kindle may be left with a staff member at the Circulation Desk with the understanding that the tablet's or Kindle's check-in time will not be changed. If an unattended tablet or Kindle is retrieved by a staff member the borrower's tablet or Kindle borrowing privileges will be suspended.
- Borrowers wanting to preserve their files should e-mail the files to themselves.
- Library staff may be available to provide only minimal technical support.
- The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment. Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.
- No filtering (blocking software) is used on the tablets; however, parental controls are available on the Kindles.
- The tablets and Kindles may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, you must comply immediately. Failure to comply may result in loss of tablet or Kindle privileges.

- The Library adheres to the Hauge Memorial Library Wireless Internet Use Policy, which is posted on the library's website. A hard copy is available for review in the library's computer room.
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Tablet/Kindle Signed Consent for Patrons Under 18 Years of Age

Parent Responsibilities and Permission:

My child may use a tablet or Kindle at the Hauge Memorial Library. My child will follow the rules and responsibility of using this privilege. If the staff of the library deems that it is being used inappropriately, I understand they have the right to withhold this privilege.

I understand that I am fully responsible for the tablet/Kindle and any accompanying accessories my child borrows.

I understand that I am responsible for all applicable charges if the tablet or Kindle is damaged, lost or stolen, or accessories are missing/damaged, or late fees or other fees are incurred.

I have read, understand and agree to the Hauge Memorial Library Tablet and Kindle Policy guidelines above.

Borrower Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_