

North Chicago Public Library  
2100 Argonne Drive  
North Chicago, Illinois, 60064

Board of Trustees

Policy #005

## **Tablets, eReaders, Laptop, and or Playaway Policy**

Adopted September 15<sup>th</sup>, 2011

### **Purpose:**

The North Chicago Public Library has established this policy to ensure the expansion of Technology within its collection. Some devices described or mentioned in this policy may not be available upon its adoption. This policy is in the effort to move the North Chicago Public Library towards the future and its commitment to the expansion of technology availability to its patrons.

### **Loan Use and Liability**

Patrons are required to present a valid Library Card to borrow a Tablets, eReaders, Laptop, and or Playaways other forms of ID are not accepted.

No equipment will be checked out to any persons with overdue items or fines or without a valid Library card.

By checking out the equipment, patron accepts responsibility for repair/replacement of items that are lost, stolen, or damaged.

Tablets, eReaders, Laptops, and or Playaways are for use only in the North Chicago Public Library and may not be removed from the building.

Patrons may checkout (for in-Library use only/ e.: not pass the gates at entrance) only one Tablet, eReaders, Laptop. And or Playaway at a time.

Return the Tablets, eReaders, Laptop, and or Playaways to a staff member at the appropriate service desk. The Library is not responsible for Tablets/eReaders left unattended at a service desk.

Staff will inspect equipment for damage before it is borrowed and when it is returned.

The Library is not responsible for lost data. ALL data is automatically deleted when the Tablets, eReaders, Laptop, and or Playaways is restarted or turned off.

## **Loan Period**

The loan period for Tablets, eReaders, Laptop, and or Playaways is three hours with no renewals. (Note: Tablets, eReaders, Laptop, and or Playaways clocks are not accurate and may not to be used to calculate due time.)

Tablets, eReaders, Laptop, and or Playaways must be returned to the appropriate service desk by the due time or no later than 30 minutes before the Library closes, whichever comes first and regardless of the time it was checked out.

## **Overdue, Lost or Damaged Material or Fines & Liability**

Overdue fines are \$5 an hour for each item including accessories.

The Patron is responsible for returning all items borrowed with your North Chicago Library card by their due date and time. When Tablets, eReaders, Laptop, and or Playaways become overdue, ALL borrowing privileges are blocked until the Tablets, eReaders, Laptop, and or Playaways are returned.

Lost Equipment and lost Library cards should be reported as soon as possible to a staff member at the appropriate service desk.

After two hours an unreturned Tablet, eReaders, Laptop, and or Playaways will be considered stolen or lost. Charges for the full replacement value will be imposed. The local police will be notified and an investigation may be initiated.

Damaged items are evaluated to determine if the item can be repaired or a new one must be ordered.

### **The Library will not be responsible for damage done to users' external storage media or non-Library multimedia/computer equipment used with Library equipment.**

Attempts to damage or alter Library equipment or software are a violation of Library policy. Violators of this policy are subject to disciplinary action as prescribed in the Discipline Policy of the North Chicago Public Library, in addition to possible cancellation of information technology resources and systems access privileges.

## **Connecting, Printing & Saving Files**

- Each Tablets/eReaders/Laptop is equipped with wireless network access.
- Printing is not available from Tablets/eReaders/Laptops.
- Users must provide their own digital media for storage.

- Users may not download executable files to the hard drive or SD card.

**GPS Location**

The library reserves the right to access the devices GPS Location service to track and retrieve stolen property. Local Police will be notified and an investigation may be initiated, along with the devices GPS coordinates.