



# Device Lending Policy

For the benefit of the community, the Shelby Township Library will lend technology equipment for in-library use. At this time, the library will lend iPads for children's education and Dell Laptops for productivity.

## Guidelines for Borrowing and Use Inside of the Library

1. Patron must be a Shelby Township Resident, 18 years of age or older, with valid photo ID and Shelby Township Library card in good standing.
2. Parents may check out 1 device per child.
3. The use of tablets and laptop computers must be in accordance with the Shelby Township Library *Internet Use Policy* and *Patron Code of Conduct*.
4. The use of the devices is on a first-come, first-served basis and may not be reserved.
5. The devices are NOT to leave the library building.
6. In the event of device failure, the library will work to offer alternative solutions where available.
7. Internet devices are NOT equipped with web filtering software, nor is the library responsible for the websites viewed or providing supervision of devices in use.
8. iPads do NOT connect to the Internet for web browsing – devices are loaded with educational software designed for learning and entertainment.
9. Dell Laptops connect to unfiltered Internet and are loaded with Microsoft Word, Excel, and PowerPoint for productivity and Internet research.

## Fines and Liability

1. There is not a cost to use the devices, however patrons are responsible for the repair of the device, should damage occur as a result of negligence.
2. Devices will be considered checked out until they are returned to a librarian.
3. Laptops are valued at \$1,100 dollars. Chargers are valued at \$39.00. iPad Pros are valued at \$499.00. If any of these devices are not returned, patrons will be charged for their replacement.

I have read this entire document and my signature below indicates my agreement with the above statements.

\_\_\_\_\_  
Patron signature                      Date                      \_\_\_\_\_ 21515  
Phone Number                      Library Barcode

### Staff Use Only:

Device name: \_\_\_\_\_ Condition: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Checked out (date and time): \_\_\_\_\_ Returned (date and time): \_\_\_\_\_

**Approved by Library Advisory Commission 01/18/2024**

**Adopted by Board of Trustees 02/06/2024**