

# Thomas Crane Public Library

## Mobile Device In-Library Use Policy

### Policy Statement

In support of its mission to connect people to the online world, the Thomas Crane Public Library provides free mobile devices for in-library use.

### Regulations

#### *Eligibility to Borrow*

1. All users must be at least 13 years old and have a valid Old Colony Library Network card in good standing, with no more than \$15.00 in unpaid charges on their account.
2. Users aged 13-17 must have signed permission from their parent or legal guardian before borrowing a device.
3. Users must sign a Mobile Device Borrowing Agreement in the presence of Library staff, and leave valid identification, each time they borrow a device.
4. Valid identification must show the user's name, photo, and current residential street address. A post office box is not an acceptable form of address. A photo ID with the current residential street address is acceptable by itself, or a photo ID and additional identification showing current street address is acceptable. Forms of valid identification include, but are not limited to:
  - Driver's license
  - State or federal ID
  - School ID
  - Passport
  - Green card
  - Military ID
  - Checkbook with printed address
  - Delivered personal mail or bill
  - School schedule
  - Postcard mailed to patron by library

#### *Availability of Equipment*

5. Devices are available on a first-come, first-served, basis and may not be reserved in advance.
6. Devices may be borrowed for up to two hours per day.
7. Devices may be used on Library property only. Removal from Library property will be considered theft and the full replacement cost will be charged to the user's Library account.

### ***Use of Devices***

8. Users must adhere to the Library's Computer & Internet Use Policy while using Library mobile devices.
9. Any user documents saved on devices will be lost upon restarting of the device for the next user.
10. Devices must be returned in the same condition as when borrowed.
11. Devices returned late will be subject to a late fee of \$1.00 per minute.
12. Devices must be returned at least 30 minutes before closing time, to the service desk where borrowed. Devices not returned by closing will be considered lost and the full replacement cost will be charged to the user's Library account.
13. Users are responsible for any damage or loss that occurs while a device is checked out to them.
14. Full replacement cost for damaged or lost devices (which may exceed \$1,000.00) will be charged to the user's Library account.

### ***Liability and Responsibility***

15. The Library will have no liability for direct, indirect or consequential damages related to the use of the Library's computer hardware, software, or Internet connections, including loss of data, or privacy invasions. Those who use the Library's devices and/or Internet access do so at their own risk and assume full liability for their actions.
16. The device borrowing privileges of any individual who fails to comply with any of Library policies may be revoked.
17. Illegal acts involving Library equipment or services may also be subject to prosecution.
18. A revocation of privileges may be reviewed upon written request to the Library Director.

*Adopted by Vote of the Library Board of Trustees, June 12, 2017*

### **Related Policies**

Computer & Internet Use