

## **Danbury Public Library Tablet Lending Policy**

The Danbury Public Library has established a tablet lending program to familiarize patrons with a new form of Library material. In addition, the program gives patrons the opportunity to discover and understand how a tablet can be used as an individual device for personal use. Tablets will be loaded with material and applications chosen by library staff, and patrons will have the opportunity to suggest applications.

Tablets may be borrowed by Danbury Library card holders ages 18 and above with a valid library card in good standing (i.e. library card is not blocked due to unpaid fines or lost material) and permanent Danbury residence for 90 days. Select tablets may be checked out by children 14 and above whose parents have signed a one-time permission form. In order to borrow a tablet, the patron's Library card and a government-issued photo identification must be presented to the Technology Center Desk. At the time of check-out, a patron must complete an Electronic Device Agreement. Once a tablet is checked out to a patron, it becomes the responsibility of that patron per the Electronic Device Agreement.

Tablet checkout is limited to one per household (per device) at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. Tablets are available in the Technology Center on first-come, first-served basis from the time the library opens until 1 hour before the library closes. They may not be reserved.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Tablets must be returned in person to the Technology Center, and may not be returned to another library or in the book drop. Devices returned in the book drop will result in a \$10 fine. At the time of return, the tablet will be inspected by LTC staff. If damage to the tablet is discovered by Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$10.00 per day up to the full cost of the item. Any returned device must remain in the library for 24 hours before a patron, or another patron living in the same household, may check it out again. If the borrower fails to pay the replacement cost for a lost tablet, they will be banned from the library. If devices are not returned in a timely manner, civil and criminal action will be taken.

Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.