

Name: In-Library Use of Tablets Policy

Adopted: February 24, 2014, by Franklin Public Library Board of Trustees

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**Policy:**

- FPL Tablets are available to checkout for use in the Library. Tablets must remain inside the Library and may not be taken past the security gates. Leaving the Library building with a Tablet will be considered theft of library property and will be reported to the Franklin Police Department.
- FPL Tablets are available on a first-come, first-served basis for a loan period of up to two hours per day. Tablets may not be reserved or held for patrons. If no one is waiting for a Tablet, the Tablet may be checked out for one additional hour, at the discretion of the Librarian.
- Only MCFLS registered borrowers in good standing, 18 years or older, may borrow FPL Tablets.
- Tablets are checked out at the Adult Information Desk. Patrons must present a valid photo ID along with a valid MCFLS library card. The photo ID will be held at the Information Desk until the Tablet is returned. Patrons must sign the FPL's *Tablet Borrowing Agreement* with each use, acknowledging financial responsibility for lost, stolen, or damaged equipment.
- FPL Tablets are loaded with age-appropriate content choices selected by Library staff. Patrons adding content to the Tablets during usage must not violate the United States Copyright Law, Title 17 U.S. Code, which prohibits the unauthorized reproductions or distribution of copyrighted materials, except as permitted by the principle of "fair use." Content added by patrons will be erased when the Tablets are returned.
- Headphones are required for use with sound applications. FPL does not provide headphones.
- Patrons must report any problems, damage to, or loss of a Tablet immediately to the Librarian at the Information Desk. Patrons must not attempt to troubleshoot or fix any problems or damage.
- Patrons are responsible for complying with the Library's policies on public computer and Internet use, and the Library Code of Conduct.
- Patrons must return Tablets to staff at the Information Desk at or before the specified due time on the *Tablet Borrower Agreement*, or 15 minutes prior to closing, whichever comes first. Late fees will be charged for Tablets not returned at the specified time at a rate of \$5.00 for every 15 minutes late. There is no grace period. Patrons will not be charged overdue fees if they are at the Information Desk on time and need to wait until the Librarian is available.

- Patrons are responsible for damages to Tablets and accessories, and may be charged according to the intent, extent, and severity of the damage. The Library will not accept replacement Tablets or accessories purchased by patrons in lieu of replacement charges.
- Failure to pay any amount owed will be considered an outstanding debt to Franklin Public Library and the amount owed will be added to patron library accounts. Failure to resolve infractions of the *Tablet Borrower Agreement* may result in legal action under Wisconsin Statute 943.61 or local ordinance.
- FPL reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning a Tablet or its accessories.

# Tablet Borrowing Agreement for In-Library Use at Franklin Public Library

Name (please print): \_\_\_\_\_ Library Card #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Photo ID Verification: County Cat \_\_\_\_\_ Other \_\_\_\_\_ (staff initials)  
Received Rules and Procedures for Use: \_\_\_\_\_ (staff initials)

### Check-Out

Tablet Number \_\_\_\_\_ Includes: \_\_\_\_\_ Carrying Case/Power cord & USB adapter  
\_\_\_\_\_ Protective Skin/Screen Protector/Instructions

Date/Time Checked Out: \_\_\_\_\_ Return Today by: \_\_\_\_\_

*I understand that I am fully responsible for this borrowed Tablet and any accompanying accessories, and for its safe and timely return to staff at the Library's Information Desk from which it was borrowed. I understand that I am responsible for all applicable charges if the Tablet is damaged, lost, or stolen, or accessories are missing or damaged, or late fees are incurred. I understand that the replacement fees for the Tablet and its accessories may be up to \$500.00. I have read, understand, and agree to the Rules and Procedures of use listed in this agreement and agree to return the Tablet by the time noted. I understand I remain liable for any damage caused to this Tablet and/or its accessories, even after the initial check-in, until such time a thorough inspection can be performed by authorized staff.*

Patron Signature \_\_\_\_\_ Date \_\_\_\_\_  
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### Check-In

Tablet Number \_\_\_\_\_ Time Tablet Returned \_\_\_\_\_

Returned: \_\_\_\_\_ Carrying Case/Power cord & USB adapter  
\_\_\_\_\_ Protective Skin/Screen Protector/Instructions

Tablet Physical Condition: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Problem observed (note below) Staff Initials  
\_\_\_\_\_

Late Fines: \_\_\_\_\_ Applicable Charges will be Assessed \_\_\_\_\_ Amount: \_\_\_\_\_

Specify any problem(s) observed by patron or staff:

*I understand I remain liable for any damage caused to this Tablet and/or its accessories, even after the initial check-in, until such time a thorough inspection can be performed by authorized staff.*

Patron Signature \_\_\_\_\_ Date \_\_\_\_\_