

## LeClaire Community Library Portable Devices Rules of Use

- Library owned iPads, Chromebooks, and laptops (portable devices) are for use within the library only. Check-out time is for 2 hours, based on demand.
- To check out a portable device, a library card holder must be within good standing (fines less than \$5 and fewer than 5 overdue items), and have had their card for a minimum of 30 days. The item will be checked out on the eligible library cardholder's account. Guests and Open Access patrons may use desktop computers for their computer needs.
- Portable devices must remain within the main area of the building. They cannot go through the vestibule or in the Community Room unless prior arrangements have been made with library management. Portable devices and accessories should not be left unattended, and remain the responsibility of the user throughout the duration of their checkout period.
- Some library portable devices may be configured so users may download content, though not all changes will be saved once the device is returned to staff. The patron to whom the device is checked out to is responsible for any applicable fees with any downloads. See staff for more information.
- It is the user's responsibility to remove any personal information from the devices before returning them to library staff.
- The user checking out a portable device is solely responsible for all applicable full replacement costs and processing fees for the portable devices and/or accessories if lost, stolen, or damaged while in their care.
- All portable devices must be returned to the circulation desk at least 30 minutes prior to library closing. Repeated failure to comply with this policy will most likely result in losing check-out privileges for library portable devices.
- Terms of Use outlined in the Library's Wired and Wireless Internet Policy also apply to portable devices usage.
- Users must sign a user agreement form that states they agree to the following terms:  
***"I understand that I am fully responsible for this borrowed portable device and any accompanying accessories, and for its safe and timely return to staff at the public service desk from which I checked it out. I understand that I am responsible for all applicable charges if the portable device or accessories are damaged, lost or stolen. I understand I am responsible for any late fees incurred if I do not return the portable device to a library staff member when it is due. I have read, understand, and agree to the Rules of Use listed in this agreement, and the Wired and Wireless Internet Use Policy. I understand that I remain liable for any damage caused to this portable device and/or its accessories, even after initial check-in, until such time a thorough inspection can be performed by authorized staff."***