

Tablet Lending Policy – Cissna Park Library

General Guidelines

Below are the terms for borrowing a Cissna Park Library tablet.

- Patron must be an adult 17 years of age or older with a valid CP library card.
- Cissna Park Junior High or High School students under the age of 17 may check out tablets for in-building use under the following conditions. Tablets must be returned by 3:30 on the day of check out:
 - o Student has no outstanding fees due to the school (including class dues).
 - o Student has no outstanding library fines
 - o Student has no long overdue books.
 - o Student has a minimum of two behavior-related detentions for the year and zero suspensions or expulsions.
- Patron is responsible for all materials associated with the tablet loan and will pay for any damages if it is lost or stolen. These materials include:
 - o Nook Tablet
 - o Charger
 - o Travel pouch
- The tablet must be returned to a staff member, not to a book drop.
- Patron will not use the tablet for illegal activities and will follow library policies.
- If the Tablet and related equipment is not returned, patron account will be blocked and patron will be charged a replacement fee of \$247.
 - o Related equipment fees:
 - Charger = \$15
 - Travel pouch = \$25

Lending Policy

Eligibility:	Valid CP Library Card
Loan Period:	Public patron = 2 weeks Student = 1 day
Check-in:	Tablet must be returned to the location from which it was borrowed and returned to a staff member (no book drop returns)
Borrowing limit:	1 Per Person (with the exception of teachers checking out for educational purposes).
Renewals:	3
Holds:	No
Late Charge:	\$1/day
Lost/Replacement:	If the tablet is 28 days overdue, the account will be blocked and a replacement fee of \$247 will be charged
Apps:	Additional apps may be added to the tablet with permission of the librarian or library assistant.