



## Fingal Libraries – Tablet Lending Policy

### Availability

There are currently tablets available to borrow in Baldoyle, Donabate, Garristown, Howth and Rush libraries by up to date registered members of Fingal Libraries.

### Eligibility

1. The borrower must have a current up to date Fingal Libraries card that has not been blocked.
2. Parents and Guardians are solely responsible for their children's use of the web. Please remember, children who use the Internet unsupervised may be exposed to inappropriate or disturbing images. It is strongly recommended that parents supervise their children while viewing the internet. Library staff cannot control what images or websites they access.
3. The borrower must have read and agreed to the **Tablet Lending Policy** in its entirety.
4. Only one device per person can be checked out at a time. Under no circumstances will a user be allowed to check out a device for another person.

### Loan Period

1. Tablets and laptops are loaned on a first-come, first-served basis.
2. The loan period is two hours, in-library use only. The device must be checked back in 15 minutes before the library closes.

### Regulations of Use

1. The borrower is responsible for the device from the time of acceptance until which time the device is checked back properly at the correct docking unit.
2. Internet users are asked to respect the fact that they are accessing information in a public environment. They should not access or attempt to access any material that is likely to be considered offensive for viewing in a public place. Attempts by users to access prohibited sites or sexually explicit graphic material may result in further action being taken. For persistent attempts, users will have their computer privileges revoked.

3. Users may not use the internet at the Library to conduct any illegal activity including violation of copyright laws, licensing agreements or any other rights of third parties. Use for any commercial purpose is also prohibited. Fingal County Council reserves the right to report any illegal activities to the appropriate authorities.
4. Devices are not permitted to leave the library building. Devices only work within the library building.
5. Tablets will circulate in a silicone screen protective case – borrowers are not to remove this case.
6. Devices must not be left unattended.
7. Devices are not to be used in the bathrooms – staff at the issue desk will hold the device for borrowers while they are in the bathroom.
8. Printing is available from the devices – for printing options please talk to member of staff.
9. The device must be returned in the same condition as when it was borrowed. Users may not add or remove apps or programs, download any programs or change the configuration of the device in any way.
10. Borrowers are required to report any problems experienced with the device during their borrowing period. The working condition of the device will be assessed by staff.
11. Borrowers are responsible for any damage of the device whilst in their possession. Repair cost for a damaged device can be up to 50% of the cost price.
12. The replacement cost for a lost or stolen device is
  - Tablet €550 + VAT
13. If the borrower modifies the device's operating system i.e. jailbreaks the tablet, it voids the warranty and he/she will be charged for the replacement cost of the device.
14. Borrower must use their own earphones on the device.

15. Data is deleted after each use of the device. Users should save their work to a suitable online or similar outlet. Use of external storage is not permitted on the devices.
16. Devices are not to be placed in any book return trolleys or boxes at any time for any reason.
17. For statistical and usage purposes, the library service gathers data on numbers of users and records who has borrowed the device.
18. The Library Service may consider borrower requests for suitable and industry verified programmes to be installed on the devices.
19. Fingal Libraries reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the device.
20. Users must abide by Fingal Libraries ***Policy on use of public access PCs, Wi-fi and Internet.***

Policy dated May 2019

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YEARS

Comhairle Contae  
Fhine Gall  
Fingal County  
Council

