

### Mobile device/laptop Policy

The Vaughn Public Library makes mobile devices/laptops available to library card holders to assist in research, networking, recreational use and document or presentation production needs.

- Mobile device/laptops are available to check out on a first come first serve basis.
- Mobile device/laptops may be checked out by users with a MERLIN library card in good standing (fines below \$10.00).
- Mobile device/laptops are for in library use only. Mobile device/laptops removed from the library building will be considered stolen. The Ashland Police Department will be notified.
- Only one mobile device/laptop at a time may be checked out per library card.
- The loan period for mobile device/laptops is a maximum of four hours per day.
- No software shall be installed or downloaded by mobile device/laptop users. Any altering of the mobile device/laptops' settings/configurations, including deleting or copying installed software will be considered a violation of the mobile device/laptop agreement and will result in suspension of eligibility to check out library equipment. An equipment block will be placed on the violator's MERLIN account.
- The library does not assume responsibility for any lost or corrupted files for any reason such as hardware failure or network interruptions.
- Personal files created while using the mobile device/laptop must be saved on a portable storage device or emailed to the user's personal email account.
- Wireless printing is available \$.20 b/w \$.50 color.
- Audio and video files must be played with headphones.

### Responsibilities, Liability, Trouble Shooting

- A mobile device/laptop checked out on a card-holders library record, is solely the responsibility of the card-holder per the Borrower's Agreement.
- Late return of mobile device/laptops will be considered a violation of the mobile device/laptop agreement and will result in no mobile device/laptop access for one month—an equipment block will be placed on the user's MERLIN account.
- Mobile device/laptops not returned by library closing will be considered stolen and the Ashland Police Department will be notified.
- Mobile device/laptop user assumes all responsibility for full replacement of the mobile device/laptop if it should become damaged, lost or stolen while checked out on the user's MERLIN account—Do not leave a mobile device/laptop unattended.
- Troubles with software, connections, operating systems or other functionality should be reported to library staff. Mobile device/laptop users are fiscally responsible for any damage caused if they attempt to trouble shoot problems.