



**Bibliothèque publique de**  
*Clarence-Rockland*  
**Public Library**

Policy Type: **Operational**  
Policy Title: **Client Services – iPad Minis**  
Policy Number: **OP-12-1**

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The lending of iPad minis aligns with many of the Library’s goals, including improving access to information, increasing digital literacy and supporting Clarence-Rockland’s creative community. It offers clients the opportunity to discover and understand how a tablet can be used for personal use.

1. These iPad minis are available to Library clients, 19 years or older, in possession of a valid Library card in good standing. Clients must show a valid photo id when checking out the device.
2. Use of any Library owned technology incurs certain responsibilities:
  - a) The iPad mini may be borrowed for a three-week loan period.
  - b) The client is responsible for damage to and/or loss or theft of the device and its accessories. Replacement fees are as follows:
    - 1) iPad: \$ 280.00;
    - 2) USB Power cable with adapter: \$ 35.00; and
    - 3) Case: \$ 55.00.
3. The iPad mini comes with a suite of preloaded sample applications (apps). Users may add additional applications during their use, with the understanding that all data will be wiped and replaced with the standard preloaded apps when the device is returned.
4. Any data or documents saved to the device by the client during the loan period will be permanently erased during the restoration process.
5. The Library reserves the right to refuse the loan of an iPad mini to clients who abuse equipment or who are repeatedly late in returning the devices.

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