



## **Jamaica Library Service**

### **Tablet Usage Guidelines**

#### **PREAMBLE**

The Jamaica Library Service (JLS) provides tablets for loan and use only inside the library building. Tablets are available for access by *registered library members in good standing* as part of a library programme or service offered.

#### **GUIDELINES**

1. JLS tablets are available for use in the library and are not to be taken from the library or outside the designated area of use under any circumstance. Leaving the library building with a tablet will be considered theft of library property and will be reported to the Police.
2. To access a tablet for loan users must be members (only one tablet per person) of the library. Those who are eighteen years (18) or older must present a valid photo identification along with their JLS library membership card at the Adult Circulations Desk. The photo identification will be held at the desk until the tablet is returned by the user.
3. Tablets will not be loaned to anyone under the age of fifteen (15) years old, unless the individual is being actively supervised by a library staff in a library programme or activity.
4. Patrons must complete and sign the *Tablet Loan Form* with each use, accepting financial responsibility in the event of loss, theft or damage to the device.
5. JLS tablets are available for a loan period of up to three hours per day or at the discretion of the librarian if there is great demand for the device. Reservation of a tablet will not be permitted.
6. JLS tablets are preloaded with content selected by library staff. Members adding content to the tablets during usage must not violate the Jamaican Copyright Law which prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the

principle of “fair use.” Content added by users will be permanently deleted when the tablets are returned.

7. Users are responsible for complying with the JLS policies on public access computer and internet use and the library Rules and Regulations (See document).
8. Users who wish to print from a tablet should consult the library staff at the Circulations Desk.
9. The JLS reserves the right to refuse, restrict or terminate a member’s use of the tablet if the member does not comply with the **Tablet Usage Guidelines** or is known to have caused problems such as disruptive behaviour, misuse or abuse of the device or repeated late return of a tablet or its accessories.
10. Headphones are required for use with applications that contain audio. JLS does not provide headphones therefore users must provide their own headphone.
11. Members must return tablets to staff at the Circulation Desk at or before the specified due time on the *Tablet Loan Form*, or 15 minutes prior to library closing time, whichever comes first. Late fees will be charged for tablets not returned at the specified time at a rate of \$50.00 for every 15 minutes late. There is no grace period.
12. Failure to pay any amount owed will be considered an outstanding debt to the Jamaica Library Service and the amount owed will be added to user’s library accounts. Failure to resolve infractions of the *Tablet Loan Form* may result in legal action.
13. The tablet should never be left unattended. Tablets left unattended or given to another member to use remains the responsibility of the borrower.
14. Tablets should not be taken to the restroom, but are to be taken to the Circulations Desk before visiting the restroom. The user may retrieve the tablet after using the restroom without the need to sign a new loan form.
15. Tablets should not be used to engage in any illegal activities, if a library staff discovers such use, the tablet will be repossessed by the staff member and the borrower’s privileges will be suspended.
16. If a user must leave the premises for a short time, the tablet must be returned to the staff member at the Circulation Desk. If an unattended tablet is retrieved by a staff member the borrower’s privileges will be suspended.

17. Users must report any problems, damage to, or loss of a tablet immediately to the librarian or designated officer at the Circulation Desk. Users must not attempt to troubleshoot or fix any problems or damage. Any tablet malfunction should be reported immediately to the library staff at the Circulation Desk.
18. Users are responsible for damages to tablets and accessories, and may be charged according to the intent, extent and severity of the damage. Cost will be based on current market prices. The library will not accept replacement tablets or accessories purchased by users in lieu of replacement charges.
19. Tablets must be returned in-person to the staff at the Circulation Desk. Users are required to wait while the tablet is checked to ensure the device is intact.
20. The JLS reserves the right to update and change this policy at any time without notice.



## Jamaica Library Service Tablet Loan Form

Name (please print): \_\_\_\_\_ Library Card #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Photo ID Verification: \_\_\_\_\_ TRN: \_\_\_\_\_ Telephone: \_\_\_\_\_

Received Rules and Procedures for Use: \_\_\_\_\_ (staff initials)

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### Check-Out

**Tablet Number** \_\_\_\_\_ Includes: \_\_\_\_\_ Carrying case/Power cord & USB adapter  
\_\_\_\_\_ Protective skin/Screen protector/Instructions

Date/Time Checked Out: \_\_\_\_\_ Return Today by: \_\_\_\_\_

*I understand that I am fully responsible for this loaned tablet and any accompanying accessories and for its safe and timely return to staff at the Circulation Desk. I understand that I am responsible for all applicable charges if the tablet is damaged, lost, stolen or accessories are missing or damaged or late fees are incurred. I understand that the replacement fees for the tablet and its accessories may be up to \$50,000.00. I have read, understood and agreed to the terms of the Tablet Loan Policy and agree to return the tablet by the time noted. I understand I remain liable for any damage caused to this tablet and/or its accessories, even after the initial check-in, until such time a thorough inspection can be performed by authorized staff.*

User Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Check-In

**Tablet Number** \_\_\_\_\_ Time Tablet Returned \_\_\_\_\_ Staff's Signature \_\_\_\_\_

Returned: \_\_\_\_\_ Carrying case/Power cord & USB adapter  
\_\_\_\_\_ Protective skin/Screen protector/Instructions

Tablet Physical Condition: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Problem observed (note below)

Late Fines: \_\_\_\_\_ Applicable Charges will be Assessed \_\_\_\_\_ Amount: \_\_\_\_\_

Specify any problem(s) observed by patron or staff:

*I understand I remain liable for any damage caused to this Tablet and/or its accessories, even after the initial check-in, until such time a thorough inspection can be performed by designated staff.*

User Signature \_\_\_\_\_ Date \_\_\_\_\_

*JLS Tablet Usage Guidelines - May 2017*

**APPENDIX 1**  
**Fines and Replacement Costs**

The Tablets represent a significant investment in providing library members with digital services. The borrower is financially liable in the event of loss, theft or damage to the device.

Fines and replacement costs for tablets and or accessories will be processed in the same manner as fines replacement costs for other library material. Tablets must be thoroughly checked on each occasion of loan.

<b>DESCRIPTION</b>	<b>FINES/COSTS</b>
<b>For every 15 minutes or fraction thereof that the Tablets overdue. There is no maximum fine.</b>	\$50.00
<b>Lost or damaged power cord</b>	Replacement cost - \$ 2,000.00
<b>Lost or damaged accessories</b>	Replacement cost – dependent on the cost to replace accessory
<b>Damaged Tablet</b>	Repair cost - dependent on the cost to repair damage
<b>Lost or stolen Tablet</b> <i>(If Tablet was stolen, the borrower is responsible for submitting a police report to the Senior Librarian.)</i>	Replacement cost - \$ 50,000.00

**NB: All cases of damaged and or lost Tablets must be reported to the Senior Librarian within 24 hours.**