

Spalding Memorial Library iPad Lending Agreement

Borrowers of our iPads must understand and agree to the following:

1. To leave a good-faith deposit for the device.
2. To be fully responsible for the device while it is on loan to them.
3. To follow the terms of the library's iPad Lending Policy (see below.)
4. To not tamper with the hardware or software on the device.
5. To return the device in-person at the circulation desk. **DO NOT RETURN IN BOOK DROP.**
6. To pay any late fees accumulated through failure to return the device, to pay for loss or damage to the device, and to be responsible for any fees the library incurs while trying to recover the device if it is not returned.
7. To immediately notify the library if the device is lost, damaged, or malfunctioning.
8. To abide by the library's Internet Use Policy while browsing on the device. Our Internet Use Policy forbids:
 - viewing of pornographic images,
 - illegally accessing or using copyrighted materials,
 - accessing files that violate the rights and privacy of others on the Internet,
 - misrepresentation of oneself on the Internet,
 - the creation or distribution of digital viruses or malware.

By signing, I certify that I have read and understand the **iPad Lending Policy** policy and agree to its terms and conditions:

(Signature)

(Date)

Spalding Memorial Library iPad Lending Policy

The Spalding Memorial Library currently has sixteen (16) iPads available for checkout. The policy for the use of these devices is as follows:

- Borrowers are required to leave a deposit of \$50 for the iPad. **Out-of-state leaseholders must pay an additional \$50 deposit, or \$100 total.** All deposits will be refunded at the sole discretion of the Spalding Memorial Library
- Borrowers must be aged eighteen (18) or older and have library cards with no outstanding fees.
- Borrowers must have a valid driver's license or other photo ID that displays the leaseholder's current address. If the ID does not show the current address, three (3) pieces of mail that have been received in the last thirty (30) days may be substituted as proof of current address. A copy of the leaseholder's documents will be kept with the required deposit.
- Borrowers must read and agree to this lending policy.
- Only one iPad may be borrowed per registered adult card holder.
- Users of the devices are expected to utilize them in the same manner that they would utilize any public-access device for using the Internet. **It is recommended that you**

create your own Apple ID if you want to install additional apps for your own use.

As with other public-access devices, it is recommended you have logged out of all personal accounts that have been accessed with the device before returning it. Library staff cannot assist with problems associated with personal Apple ID logins or accounts.

- **Users are not authorized to change the assigned passcode for the device or activate/install the "Touch ID" feature.**
- The loan period for the iPad is one (1) month, with the option to renew based on availability.
- Overdue fines for each iPad are \$5.00/day they are overdue.
- Loss, damage, or failure to return the device will result in the borrower being required to pay the full value of the device. **This device is valued at \$400.00.** Title 18 PA CSA § 6708 makes it a summary offense to retain library property after notice has been given to return it. The local magistrate will be notified for collection of the cost of the device once it becomes overdue by one month past its due date. The borrower may or may not be notified that charges have been filed with the magistrate.

For Library Records: Patron Account # _____

Patron Driver's License or ID # _____

ID Photocopied? Y/N Initials of Staff member _____

Equipment Device # _____

Policy and Agreement Provided? Y/N

Parts accounted for at checkout?

iPad w/ case: Y/N Charger: Y/N Original box: Y/N

Date of Equipment Return: _____

Parts accounted for when returned? Initials of Staff member _____

iPad w/ case: Y/N Charger: Y/N Original box: Y/N

Patron Copy:

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To Create an Apple ID on your iPad:

You can create a new Apple ID when you set up your device, or set it up later in the App Store.

Create an Apple ID when you set up your device

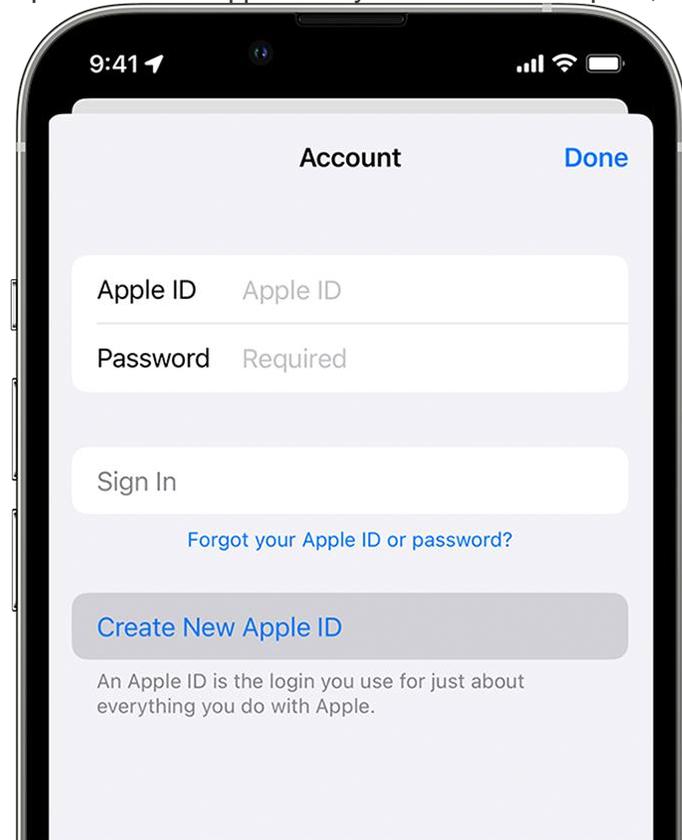
1. Tap "Forgot password or don't have an Apple ID?".
2. Tap Create a Free Apple ID.



3. Select your birthday and enter your name. Tap Next.
4. Tap "Use your current email address", or tap "Get a free iCloud email address."
5. Follow the onscreen steps to verify your email address, create a strong password, set your device region, and set up two-factor authentication. If you choose to skip this step, you'll be prompted to do this later in Settings.

Create an Apple ID using the App Store on your device

1. Open the App Store and tap the sign-in button .
2. Tap Create New Apple ID. If you don't see this option, make sure that you're [signed out of iCloud](#).



3. Follow the onscreen steps to provide an email address, create a strong password, and set your device region. The email address that you provide will be your new Apple ID.*
4. Enter your credit card and billing information, then tap Next. You can also choose None. Learn what to do [if None isn't showing or you can't select it](#). You won't be charged until you make a purchase.
5. Confirm your phone number. This can help to verify your identity and recover your account if needed. Tap Next.
6. Check your email for a verification email from Apple and verify your email address.

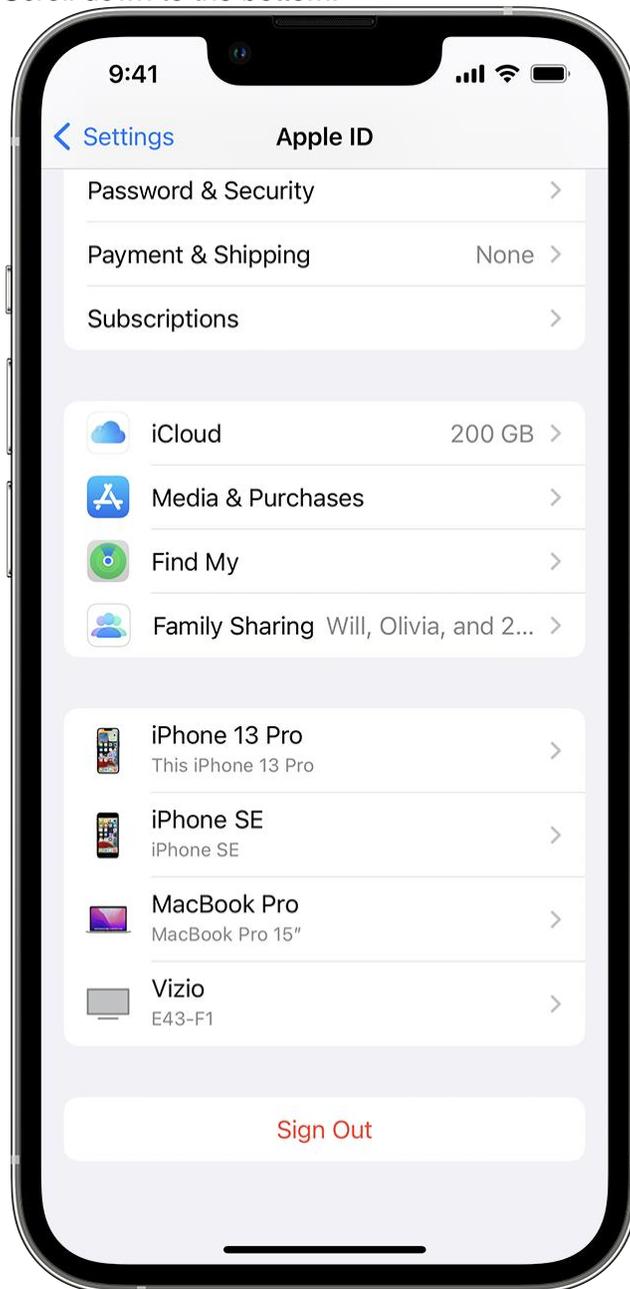
After you verify your email address, you can use your Apple ID to sign in to the iTunes Store, App Store, and other Apple services such as iCloud.

Apple IDs can be created on an iOS device with iOS 9 or later.

To sign out on your iPad:

1. Go to Settings, then tap your name.

2. Scroll down to the bottom.



3. Tap Sign Out.
4. Enter your Apple ID password and tap Turn Off.
5. Turn on the data that you want to keep a copy of on your device.
6. Tap Sign Out.
7. Tap Sign Out again to confirm that you want to sign out of iCloud.

If you forgot your Apple ID password:

Here's how to reset your Apple ID password and regain access to your account.

The fastest and easiest way to reset your password is with your iPhone or other trusted Apple device — one that you're already signed in to with your Apple ID, so that we know that it's yours.

You need a passcode (or password on Mac) set up on your device.

Reset your Apple ID password on your iPhone or other trusted Apple device

1. Go to Settings.
2. Tap your name > Password & Security > Change Password.
3. Follow the onscreen instructions to reset your password.



You can also follow this process on a trusted iPad, iPod touch, or Apple Watch.

To reset your password on your trusted Mac, choose Apple menu  > System Settings (or System Preferences) > Sign in with your Apple ID (or Apple ID). Then click Password & Security, Change Password, and follow the onscreen instructions.

If you have a new Apple device:

If you have a new Apple device or an Apple device that you aren't signed in to with your Apple ID, you can select "Forgot Apple ID or password?" wherever the option appears.

During device setup, you can find the "Forgot Apple ID or password?" option on the Apple ID sign-in screen. After setup, you can select an app or other option that prompts you to sign in:

- iPhone, iPad, or iPod touch: Go to the Settings app and tap Messages.
- Mac: Choose Apple menu  > System Settings (or System Preferences). Then click Sign in with your Apple ID (or Apple ID) and enter your Apple ID.

Reset your Apple ID password with the Apple Support app on a borrowed device:

If you don't have an Apple device but have access to your trusted phone number, you can borrow an Apple device from a friend or family member, or use one at an Apple Store.

1. Open the Apple Support app on the borrowed Apple device. If needed, you can [download the Apple Support app from the App Store](#).
2. Scroll down to Support Tools, then tap Reset Password.
3. Tap "A different Apple ID."
4. Enter your Apple ID, tap Next, and follow the onscreen instructions to reset your password.

Any information that you enter will not be stored on the device.
