Harlem Public Library

Electronic Device Use and Safety Policy

Electronic devices include any hotspot, iPad, and/or HP Pro tablet with keyboard. Mobile hotspots are devices that can be checked out to patrons and used to access the Internet. Hotspots use a cellular connection to provide Internet access. Only one hotspot may be borrowed on a patron’s account at any one time, but this can be combined with one iPad OR one HP Pro tablet with keyboard.

Check Out:

1. A registered user, 18 years or older, in good standing may check out an electronic device for 14 days. Users must sign an electronic device lending agreement form when checking out a device.

2. New card holders must have an established borrowing record of at least one month before check outs will be allowed.

3. Holds can be placed on the devices.

4. The electronic devices will be disabled once they are three business days overdue.

5. When a device is checked out, the patron is given a sheet with instructions for the use and care of the device.

6. No renewals are permitted on electronic devices.

7. Electronic devices should be returned in person at the front desk, and not in the drop box.

Use of Electronic Devices:

1. Any use of the devices for illegal purposes, unauthorized copying of copy right protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
2. The hotspots, in compliance with the Children’s Internet Protection Act (CIPA), are filtered for the safety and security of minors:
	1. Blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
	2. Access to minors to inappropriate materials on the Internet is prohibited.
	3. To the extent practical, steps shall be taken to promote the safety and security of users of the mobile hotspots when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
	4. Specifically, prevention of inappropriate usage includes unauthorized access, including so-called ‘hacking,’ and other unlawful activities, and unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
	5. To the extent practical measures will be taken restricting minors’ access to materials harmful to them.
3. The other computers/devices on site at the library, the iPad, and the HP Pro tablet with keyboard, are not filtered and are available to patrons who wish to have unfiltered access. Users must abide by the Harlem Public Library Internet Access Policy.
4. The Harlem Public Library is not responsible for any liabilities, damage or expense resulting from use or misuse of the devices, connection of the devices to other electronic devices or any loss of data resulting from use of the devices.
5. Library staff will do the best to their knowledge to provide technical assistance with the electronic devices, but a user should have a basic understanding of how to use a hotspot, tablet or laptop.