

IPOD POLICY

Purpose:

Columbia County Rural Library District Board of Trustees and staff are aware that there is often a need to combine mobility with a desire to read. Therefore, the Library District will be offering six (6) Apple iPod Shuffle devices that have been barcoded and can be checked out for a three-week time period. iPods will check out preloaded with books requested by the patron, subject to availability of materials through Washington Anytime Library. Anyone borrowing an iPod will need to follow the following policy.

Policy:

1. iPods are to be checked out for a maximum of three weeks.
2. Patron must be 13 years or older and have a library card in “good standing.”
3. Patron will submit a request for a maximum of 10 titles either through the request form on the CCRLD’s website, or via email. Upon receiving patron’s request, staff will access patron’s account through Washington Anytime Library, check out up to five of the requested titles, and preload the titles on to the iPod. The iPod will then be placed on hold for pickup.
4. Alternatively, patron can access their own account through Washington Anytime Library and check out materials, notifying staff that the desired materials are ready to be preloaded.
5. There is no guarantee that the requested titles will be available for checkout, in which case patron will be contacted by staff for alternative titles.
6. Once returned, iPod will be cleared of preloaded materials and materials will be returned through the Washington Anytime Library.
7. Patron will not erase or alter preloaded materials.
8. Damage to the iPod or failure to return all pieces will result in a fee of \$\$75 being charged to the patron’s library card and full payment will be required before patron can use any computer in library or check out any material.

HISTORY

Adopted July 20 2015