

Seniors iPad Lending Policy

Background

Funded in part by the 2023 Victorian State Government Senior's Digital Literacy Grant, St Kilda Library will provide iPads with free internet for loan to library patrons over 60.

The aim of the project is to address digital literacy and technological disadvantage by providing iPads to enable Seniors to connect to the internet, participate more fully in the digital economy, have access to online services and resources and communicate using digital technologies.

Equipment and Software

iPads can be borrowed with associated equipment and accessories. Each iPad will come in a Port Phillip branded satchel kit containing the following:

- iPad and iPad protective cover
- Power plug and charging cable
- iPad User Guide and Instruction manual on accessing the Internet
- A copy of the iPad Loans Policy
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The iPads have a library RFID tag to facilitate borrowing using the Library's management system

Each iPad will be set up with the standard Apple icons such as Safari Internet browser, email, and the Apps store.

The iPads will be able to connect to the internet using the free Wi-Fi facilities at St Kilda Library. All iPads will also have prepaid SIM cards with data capability to connect to the internet either from home or out and about.

iPads Loans Policy

The iPads are a special collection and eligible residents will have a separate borrower category to enable them to borrow the iPads: "Approved for Senior's iPad Lending Program"

Patrons must provide address ID that demonstrates they are 60 years or older (e.g. a Victorian Senior's Card or Driver's License) to register to borrow the iPads.

If patrons require assistance setting up an Apple ID and/or learning the basic functionality of their iPad, they can book themselves into one of our One-on-one Device Advice sessions when collecting the iPad.

Patrons can borrow the iPads for a 4-week period. This loan period cannot be extended during the first six months of the Senior's iPad Lending Program (i.e. for the duration of 2024).

An eligible patron may borrow only 1 iPad, and cannot borrow on behalf of another person.

The iPads are borrowed in accordance with the Library's iPad Loans Policy.

Borrowers will be made aware that they are responsible for any damage or loss to the iPad, which are valued at an amount of \$300, and must ensure the iPad is kept securely at all times. Borrowers must immediately report any damage to the iPad

The loss or theft of the iPad must be reported to the Police and a copy of the police report provided to the Library.

Eligible patrons will borrow the device using their library card. Patrons will have unrestricted browsing during their loan period, the library will not monitor nor restrict access to sites.

Borrowers must abide by all applicable Federal, State and Local laws, including copyright laws, in their use of the iPad. The iPad must not be used in any way for the commission or attempted commission of any offence under, or in contravention of, any of these laws.

Borrowers will be reminded of the need to supervise children in any use of the iPads.

Borrowers will be using the iPad to access the Internet at their own risk, and the Library is not responsible for information or materials found online when using the iPad.

Borrowers should use caution when sending personal information on the Internet, or financial information such as credit card and bank account details.

Borrowers must immediately report any damage to the iPad

The loss or theft of the iPad must be reported to the Police and a copy of the police report provided to the Library.

All personal data, apps, files, or documents saved to the iPad will be permanently erased after the device is returned.

Users must sign-out of all personal accounts, services, and apps prior to returning the device.

Any additional apps or media purchased by the borrower during the loan period must be with the borrower's own funds, and will not be the responsibility of the Library.

The iPad and accessories must be returned in the same good condition as when borrowed and the iPad operating system must not be modified in any way.

The iPads and their hardware will be checked on return. All equipment will be wiped down and sanitised and all devices will be cleared of their browser history and restored to the basic factory interface settings, ready to be borrowed by the next patron.

The Library reserves the right to no longer loan an iPad to borrowers who do not abide by the terms of the iPad Lending Policy.