



iPads for Kids Crayola Kiosk

Standard Operating Procedures:

6.28.16

Opening Procedures

1. Unplug the Kiosk and stow the extension cord. Extension cords are not to be used on the public floor while the library is open since it poses a safety hazard (tripping)
2. Check to make sure all iPads are on and that the screw at the base of each bracket is in place and stable.
3. Check against inventory list – GTAG numbers

Closing Procedures

1. Retrieve extension cord for the iPads for Kids Crayola Kiosk and plug the station in.
2. Ensure that all iPads are charging properly. The battery life of an iPad Air 2 in constant use is 10 hours.
3. Check for open apps by pressing the home button twice; close open apps by swiping upwards across the screen.
4. Wipe iPads with soft microfiber cloth.
5. Check against inventory list – GTAG numbers
6. Draw a diagram of how your iPads are configured and write the GTAG numbers on your diagram so that you don't have to look them up more than once.

When to call the IT Helpdesk

1. If an iPad is loose in the bracket, please remove it and place it in secured storage. Contact the Helpdesk.
2. Notifications or updates pop up on the screen.
3. Customer resets a password.
4. If an iPad is missing or stolen, please provide the GTAG number. Immediately, call the police and report the loss/theft. Provide a description of the iPad and GTAG number. Call the IT Helpdesk immediately and provide the GTAG number so the tracking device gets triggered. File an incident report.

Priority Age Range: As replacements for the Early Literacy Stations, *iPads for Kids* are intended for Youth users from ages 2 - 8. Priority should be given to customers within this age range. However, if an iPad is not in use, others may use it and should be allowed to do so.

Please note: We are encouraging parents/caregivers to remain with their child(ren) and share an iPad.

If a customer is not a child is between ages 2 and 8 and a child within the age range wishes to use the device, please do the following:

Explain to the youth, teen or adult customer that the intended audience for these devices is between ages 2 - 8.

Please ask the customer to allow the child to play.

Please ask the parent or caregiver to share an iPad with their child(ren) so that other children may play.

Multiple Users: Please follow the same guidelines that are in place for public computer usage which is the following:

Explain safety and ADA compliance guidelines.

Explain that two customers may share an iPad and ask the rest of the group to voluntarily step away and redirect them to another iPad, if available.

You may also suggest that they take turns in teams of two.

If no other iPad is available and no one voluntarily steps away, reinforce what was just stated.

If no one will step away, inform the group that they will lose their privilege to play on the iPad for the remainder of the day.

Please note: The Notice to All Users already states damaging/ destroying/stealing library property is prohibited.