



## Checkout a Laptop or Samsung Tablet in-library

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King Township Public Library has Laptops & Samsung Tablets available for **in-library use only**. They cannot be removed from the library.

### To Borrow a laptop or tablet in-library

- ❖ You need a valid King Township Public Library card in good standing
- ❖ You must abide by the King Township Public Library's [Internet Access Policy](#).
- ❖ You will be asked to complete a *Laptop/Tablet Use Agreement* form the first time you borrow a device. Forms will be kept on file at the branch.
- ❖ For children ages 17 and under the *Laptop/Tablet Use Agreement* must be signed by the parent/guardian in the presence of a library staff member.

### About the Service

- ❖ All Devices are for **in-library use only**
- ❖ Laptops are loaded with a suite of Microsoft Office products. They have the ability to print to the library printer (regular printing fees will apply). You must use a personal USB device to save your work.
- ❖ Samsung Tablets are loaded with library-recommended Apps. Additional APPs & eBooks may not to be downloaded, nor the preloaded APPs & eBooks deleted.
- ❖ Devices may be borrowed for a 2 hour period and renewed once if no one is waiting.
- ❖ Devices are loaned on a first-come, first-served basis.
- ❖ Library card holders are limited to one checkout of either a laptop or tablet at one time.
- ❖ Devices cannot be borrowed 30 minutes prior to the library closing.
- ❖ All devices and peripherals are to be returned to the Circulation desk after your session is over and at least 15 minutes prior to the closing of the library.

### Replacement Charges

Borrowers are responsible for damage to or loss of the devices and accessories as a result of accident, theft, misuse or neglect.

Current replacement costs if lost or damaged: In kind replacements not accepted,

|                |           |
|----------------|-----------|
| Laptop:        | \$ 400.00 |
| Mouse:         | \$ 20.00  |
| Keyboards:     | \$ 20.00  |
| Power Adapter: | \$ 60.00  |
| Cases:         | \$ 30.00  |

|                  |           |
|------------------|-----------|
| Samsung Tablets: | \$ 300.00 |
| Power Adapter    | \$ 60.00  |
| Headphones       | \$ 50.00  |



# King Township Public Library Laptop/Tablet User Agreement Form

Please read and sign:

- ❖ Laptops and Tablets are the property of King Township Public Library and are to be used **in-library** only.
- ❖ I agree to abide by the King Township Public Library [Internet Access Policy](#).
- ❖ I understand that the laptop/tablet may be checked out with a valid King Township Public Library card in good standing for a maximum of 2 hours of in-library use and may only be renewed once if no one is waiting.
- ❖ I will not add, delete, or change any programs, APPs, files, screen savers or any of the settings residing on the laptop or tablet.
- ❖ I understand that all devices and peripherals are to be returned to the Circulation desk after my session is over and at least 15 minutes prior to the closing of the library.
- ❖ I will not leave the laptop/tablet unattended at any time: I agree that I am responsible for the device and the peripherals until it has been returned and signed back in by a staff member.
- ❖ I will be responsible for the full replacement costs of the devices and peripherals as a result of accident, theft, misuse or neglect.

### Replacement Cost

|                                      |           |
|--------------------------------------|-----------|
| <input type="radio"/> Laptop         | \$400.00  |
| <input type="radio"/> Mouse          | \$ 20.00  |
| <input type="radio"/> Keyboard       | \$ 20.00  |
| <input type="radio"/> Power Adapter  | \$ 60.00  |
| <input type="radio"/> Cases          | \$ 30.00  |
| <input type="radio"/> Samsung Tablet | \$ 300.00 |
| <input type="radio"/> Power Adapter  | \$ 60.00  |
| <input type="radio"/> Headphones     | \$ 50.00  |

- ❖ I will immediately report any loss of or damage to the device(s) and peripherals to the Library staff.

I have read and I understand the King Township Public Library Laptop/Tablet User Agreement Form and the [Internet Access Policy](#), and I agree to abide by the terms in full. By signing this form I also agree to take full responsibility for the use of the device and peripherals used by my child (17 years of age and under) listed below.

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Library Card #** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_