

# LAUNCHPAD CIRCULATION POLICY

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Playaway Launchpads are available for patron checkout at each branch of Northwestern Regional Library. These launchpads are designed for children and are preloaded with high quality, interactive apps that are both entertaining and educational. Launchpads offer 100% security (no risk of unintended content), a durable protective bumper, 7" high-definition touchscreen, customizable interface and user-friendly features. Apps on each tablet are prepared by subject area, theme, grade-level, and age making it easy for parents and their children to choose a tablet that most appeals to them. No Internet connectivity or downloading is required for use.

## **Eligibility:**

Adult (18 & older) cardholders in good standing, with fines no greater than \$5.00 are eligible to check out a Playaway Launchpad. Patrons who borrow Launchpads are required to complete a Launchpad Borrower Agreement which is kept on file at the Library. Borrowers will receive a copy of this agreement for their records. Only one (1) Launchpad per household can be checked out at a time. Only one device per library card may be checked out at a time.

## **How do I check out a Playaway Launchpad?**

Those that wish to check out a Launchpad may stop by any of our branch libraries and check it out just like any other item.

- At checkout you are responsible to see that the Playaway Launchpad is working as well as no damage to the case and all accessories that are included.
- You must not leave the Playaway Launchpad unattended.
- Do not attempt to load additional apps onto or delete apps currently on the Playaway Launchpad.
- You must not let anyone else use the Playaway Launchpad that is checked out to you.
- If you use sound, you must be able to adjust the volume on the screen.
- You must report any hardware or software problems to a library staff member as soon as they are discovered.

## **Loan Period / Availability**

Launchpads may be checked out for 3 weeks and are available on a first-come, first-served basis.

## **How do I return it?**

Launchpads must be returned to a staff member at the branch where it was checked out at the Main Circulation Desk. You must return the Launchpad with all parts (Launchpad tablet, carrying case, and protective bumper, adapter, and USB cord). Please do not return in the book drop.

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## **Fines / Liability:**

Borrowers are responsible for the device and the return of all items included in the case. The device is to be returned to the library in good-working condition. The library will not clear stored data from the Launchpad and is not responsible for personal information left on the device.

## **Replacement Charges:**

- Launchpad: \$130
- Case: \$20
- Power Cord: \$10
- USB Adapter: \$10
- Processing: \$10

**Total \$180**

There will also be a \$5 charge for returning the item via any AV or book drop.

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## BORROWER AGREEMENT

By my signature below, I acknowledge that I have read and agreed to the policies outlined above in this document and all of the following statements for checking out a Playaway Launchpad from Northwestern Regional Library.

I agree to accept full responsibility for the Launchpad and its peripherals while checked out to me.

- I will not tamper with the Launchpad hardware or software, or attempt to load software.
- I accept full financial liability for the Launchpad while it is in my possession.
- I agree to pay all costs associated with damage to, loss of, or theft of the Launchpad as stated in this policy while it is checked out to me.
- I agree that the Northwestern Regional Library may use any appropriate means to collect the amount owed for fines, damage, loss, or theft.
- I acknowledge that unpaid fines will be applied to my library account and will prevent the use of library materials in the future.
- I have read and will abide by the Library’s Launchpad Circulation policy.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a launchpad and possibly other materials.

I have read and agree with all of the responsibility and liability statements.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name Printed \_\_\_\_\_ Library Card # \_\_\_\_\_

Staff signature \_\_\_\_\_