

Pennsauken Free Public Library (PFPL)

Laptop and iPad Loan Policy and Agreement

This document must be read in its entirety and signed prior to checking out a laptop or iPad.

Eligible Borrowers:

- Must be 18 years or older and have a current PFPL library card in good standing (meaning library account is not blocked due to fees or overdue materials).
- A patron must present their full service PFPL card (no digital-only library cards) and a current, valid, government issued photo identification to the Circulation staff to check out a laptop or iPad.
- Patrons with suspended library privileges are not eligible to check out laptops or iPads until their library account is cleared of all fees.

Guidelines for Use:

- Laptops and iPads are available on a first-come, first-serve basis. Laptops and iPads can be reserved up to one hour prior to pick-up, if available. Reservation requests must be made via phone and not online.
- Laptops come equipped with a range of software. Borrowers may not install any additional software nor tamper with the software or hardware.
- All data will be deleted when the laptop is powered off or returned to the Circulation desk. Borrowers are responsible for saving their data(e.g. files, documents) on external media(e.g. USB Flash Drive).
- Borrowers are encouraged to save their work frequently. Battery failure may result in lost work. The library is not responsible for the loss of any data during the loan period.
- Laptops and iPads must not be left unattended at any time. The library assumes no responsibility if the laptop or iPad is stolen while checked out to a patron.
- Patrons must log out of any personal accounts and applications before returning the laptop or iPad to the library.
- Patrons must not loan a laptop or iPad to anyone else. The laptop or iPad is the responsibility of the borrower to whom the account is checked out.
- An individual can not check out a laptop and an iPad at the same time.
- A household may have only one laptop and one iPad checked out at the same time.

Loan Periods:

External Use:

The iPad can be borrowed for four (4) days. No renewals are permitted. Laptops are not available for external use.

In House Use:

iPads and laptops can be borrowed for up to 6 hours. More time can be added if requested, depending on availability.

Return Procedures:

- Laptops or iPads must be returned to the Circulation Desk 30 minutes prior to closing. **DO NOT RETURN LAPTOP OR IPAD TO THE BOOKDROP**
- Laptops or iPads must be returned to library staff at the circulation desk in the same condition as when borrowed. When returned, library staff will check-in the laptop from the patron's account.
- Library staff will check the laptop or iPad for damage. This may take 15 minutes. If damage is found, charges will be assessed accordingly.

Liability and Fees:

- If the Laptop or iPad is not returned on time, the borrower will be charged an extended use fee of \$5.00 per day.
- Laptops or iPads not returned will be considered lost/stolen and the borrower will be charged the full replacement fee. This also means the borrower may be subject to a court appearance.
- The replacement fee for a lost, stolen or irreparably damaged laptop or iPad will be based on current market value.

iPad Software Provided:

- Amwell
- Capital Health
- CVS
- Dr On Demand
- DuckDuckGo
- MyChart
- Google Meet
- HELP App
- MyInspira
- myPennMed
- Rainn
- RWJBH TeleMed
- SMI Adviser
- Summit Health
- Talview meet
- Talview Candidate
- TeleHealth

- Telemedicine
- Translate
- Valley Connect
- Webex Meet
- Zoom

Links via DuckDuckGo:

- Atlantic Virtual Urgent Care
- AtlantiCare
- Cooper Hospital
- doxy.me
- MyJeffersonHealth
- Virtua Telehealth
- MedlinePlus (English & Other Languages)

- JustForTheHealthOfIt
- GetCoveredNJ
- NJ Family Care
- NICOVID-19 information (English & Spanish)
- NJStateCrisisHotline
- NAMI NJ
- MentalHealthAssociation
- The Trevor Project
- VA Philadelphia Health Care

Laptop Software Provided:

- Browser: Microsoft Edge, Firefox, Chrome
- Microsoft Office: Word, Excel, Powerpoint
- Document Reader: Adobe Reader
- Content Filtering for minors
- Microsoft Video Editor

Troubleshooting:

If the borrower experiences problems such as a hardware malfunction, damage or loss of a laptop or iPad, please contact the library immediately at 856-665-5959 ext. 3

PLEASE NOTE: PFPL reserves the right to refuse lending these devices to patrons who have repeatedly lost or damaged equipment or who are repeatedly late in returning material. The Library is not responsible for any liability, damage, or expense resulting from use or misuse of these devices, connection of the device to other electronic devices or networks, or data loss resulting from use of these devices. The Library is not responsible for information accessed using this device or for personal information shared over the Internet. The library is not responsible for any files/personal information left on a laptop or iPad. Engaging in any behavior meant to harm another person, such as cyber bullying, or use of a laptop or iPad to access websites which are illegal or contain illegal content when using the laptop or iPad will result in loss of borrowing privileges.

Agreement:

With my signature below, I acknowledge that I have read, understand, agree and accept all of the terms and conditions stated above.

Signature: _____

Approved by the Board of Trustees: September 26, 2022

STAFF AT CHECK OUT: FILL IN THE FOLLOWING INFORMATION

EXTERNAL USE

Patron Name: _____
Patron Phone Number: _____
Patron Library card # _____
Patron ID (**attached to this form**): _____
Today's Date: _____
iPad barcode #: _____
STAFF INITIALS _____

Note: Before you check out the device, please be sure to check if all parts are present. Item consists of 3 items: iPad, power adapter and cable cord. All parts present? Yes No

IN HOUSE USE

Patron Name: _____
Patron Phone Number: _____
Patron Library card # _____
Patron ID (**attached to this form**): _____
Today's Date and Time: _____
iPad barcode #: _____
Laptop barcode #: _____
STAFF INITIALS _____

Note: Before you check out the device, please be sure to check if all parts are present. Item consists of 3 items: Laptop or iPad, power adapter and cable cord. All parts present? Yes No

WHEN LAPTOP OR IPAD IS RETURNED:

- 1. Check for 3 pieces: Laptop or iPad, power adapter and cable cord. All parts present? Yes No**
 - 2. Ask patron if they signed out of the Laptop or iPad (IMPORTANT)**
- DATE RETURNED:** _____ **STAFF INITIALS** _____

Getting Started:

Laptop

- Open the lid so you have the keyboard and screen in front of you.
- Press the power button on the top right of the keyboard.
- When the laptop is finished booting up, you'll see either a background image with the time on the screen or you'll be prompted to sign in.
- If you see a background with a clock, then left click & hold and drag the cursor up to reveal the login page.
- Enter the login credentials.

iPad

- Simply press and hold the power button on the top right of the device until it turns on. Then release the power button.

Proper Care and Use

- Do not leave the laptop or iPad in a hot vehicle for an extended period of time.
- Do not remove the battery for any reason.
- Do not leave the device plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. Please return the laptop or iPad fully charged.
- If you encounter any technical difficulties with the device, please contact the library at 856-665-5959, ext 3.
- The device must be returned to a staff member at the Circulation Desk.

DO NOT RETURN LAPTOP OR IPAD TO THE BOOKDROP