



## Playaway Launchpad Lending Policy

### Eligible Borrowers

Eligible Patrons may borrow a Playaway Launchpad from the library. In order to be eligible you must:

1. Have a valid SGCLIB Library Card.
2. Be 18 years or older with a current photo ID that verifies the address we have on record.
3. Be in good standing with the library; no fines no overdue items.

### Checkout

Launchpads are on loan for 1 week at a time (7 days). They cannot be renewed, nor can holds be placed on them. They are not available for interlibrary loan. Borrowers may borrow only one Playaway Launchpad at a time per family. There is no fee.

Launchpads are circulated in a case, which contains the Launchpad tablet, adapter and cord. Launchpads are to be checked out at Circulation desk. Library staff will check to make sure all items are in the case before checking the item out.

### Return

**Playaway Launchpads must be returned to the circulation desk!** There will be a \$5.00 fee for returns to a book return box, in addition to the replacement cost for any damage incurred. Borrowers are responsible for the safekeeping, return of these items to the library in good working order, and assume liability for the equipment while it is in their care. Borrower is responsible for damaged and/or missing pieces of the lent items. Patron agrees to cover the cost of damage and/or replacement costs, as determined by the library. The library may not clear stored data from the Playaway Launchpad after it is returned and is not responsible for personal information left on the device. There is a reset button on the screen that a child may press to clear any information on the tablet.

The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for unforeseen hardware or software failure. Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing damage to Launchpads at check out the borrower should notify library staff as soon as possible. Failure to

notify the library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.

The Playaway Launchpad package is not considered returned until all items associated with it, including (but not limited to) AC adapter, USB Cord, Tablet, protective bumper, and carrying case, have been returned to the library in good condition. If any items are missing upon return, the library reserves the right to refuse acceptance of the equipment until all items are returned. Replacement costs are as follows:

Playaway Launchpad tablet with protective plastic bumper (Cost varies however MINIMUM is \$129 replacement cost can be looked up by specific title)

USB/AC power adapter \$10.00

USB Cord \$10.00

Plastic carrying case \$10.00

This refusal does not waive any late fees.

There is a \$1.00 per day late fee per Playaway Launchpad. The library reserves the right to deny the use of Playaway Launchpads to any borrower who repeatedly loses Playaway Launchpads or returns equipment late. If the Launchpad has not been returned within 15 days of the return date the library will deem the item lost and the borrower shall be responsible for the entire amount to replace the Playaway Launchpad. Failure to timely pay outstanding amounts or to return all equipment may subject the borrower to civil and criminal penalties.

Borrowers agree to abide by the library policy and procedures.

This policy is subject to immediate change should Ste. Genevieve County Public Library see fit.

