

# PALMDALE CITY LIBRARY

## POLICY # 320 – TABLET CHECKOUT

In order to provide improved access to technology for its patrons, the Palmdale Library has purchased and made available tablet computers for checkout. The following rules apply to this process:

- Patrons must provide a Palmdale City Library card and a valid photo ID at checkout.
- Tablets may be checked out for a period of up to two weeks. Renewals are not permitted.
- Tablets may be placed on hold.
- Limit one tablet per household.
- Only patrons over the age of 18 with a full access card may check out tablets.
- Tablets are to be returned to the Check Out window only. If a patron fails to do so:
  - 1<sup>st</sup> time: Warning and note on account
  - 2<sup>nd</sup> time: Loss of tablet checkout privileges
  - In addition, any damage incurred as a result of this is the sole responsibility of the patron, and repair or replacement costs will be assessed.
- See Policy #510, “Fine and Fee Schedule” for fines and fees associated with tablet checkout.
- Completion of the Tablet Borrowing Agreement is required for checkout of tablet computers.

Failure to comply with these rules may result in suspension of library privileges and/or the billing of repair or replacement costs for Library equipment.

adopted: 9/17/13  
revised 6/17/14



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I agree to return the tablet and associated equipment in the same order and condition as when received. If the tablet or any associated equipment is damaged or lost while checked out, I agree to reimburse the City of Palmdale for the cost of repairs and /or replacement. I will return the tablet to staff at the Check Out desk only. Upon receipt, I understand that staff will check for damage and notify me of any issues within 24 hours.

I understand that failure to return the tablet by its due date or to pay associated fines, repair costs or replacement costs may result in my account being referred to a collection agency and my library card being suspended. In addition, failure to return the tablet in a timely fashion will result in notification of theft to the Los Angeles County Sheriff's Department.

I acknowledge that I have received the tablet in working condition, that all of the accessories as marked on the checklist are included, and that I have read and agree to the rules described in the Tablet Checkout Policy.

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

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

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

- Tablet     Case     Charger