



800 Borner Street North
Prescott, WI 54021

PRESCOTT PUBLIC LIBRARY LAUNCHPAD LENDING POLICY

Playaway Launchpads are tablets that are preloaded with high quality, ad-free learning apps grouped by age and grade level.

BORROWING

1. Borrowers must present a valid library card in order to check out a Playaway Launchpad from Prescott Public Library.
2. Prescott Public Library Playaway Launchpads are not available for transit to other libraries or for interlibrary loan.
3. The lending period is seven (7) days and may be renewed twice.
4. Launchpads must be checked out and returned at the Prescott Public Library circulation desk each time and may not be returned to other libraries.
 - a. Launchpads must be returned inside the library and *not* to any book drop.
5. If the Playaway Launchpad has not been returned within fourteen (14) 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 and its accessories.
6. Overdue fees will be charged for a Playaway Launchpad not returned by their due date in the amount of \$1.00 per day per device.
7. Borrower should delete all personal data from the device prior to returning it to 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.
8. Borrowers are responsible for the safekeeping and return of these items to the library in good working order and assume liability for the equipment while it is in their care.
 - b. Borrower is responsible for damaged, lost and/or missing pieces of the lent items.
 - c. Patron agrees to cover the cost of damage and/or replacement costs, as determined by the library.
 - d. Replacement charges are as follows:
 - i. Launchpad and accessories: \$100
 - ii. The library will not accept a replacement Launchpad or accessories purchased by the patron.
9. The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software failure.

- e. Library staff will document any existing damage, however if a borrower discovers any pre-existing damage to the launchpad checked out, the borrower should notify library staff as soon as possible.
 - f. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.
10. The Playaway Launchpad is not considered returned until all items associated with it, including (but not limited to) AC adapter, USB cord, tablet, protective bumper case and carrying case, have been returned to the library in good condition.
- g. If any items are missing upon return, the Library reserves the right to refuse acceptance of the equipment until all items are returned.
 - h. The Library will notify the patron that the item will not be cleared from their account until all items are returned.
 - i. These refusals/notifications do not waive any late fees.
11. The Library reserves the right to deny the use of Playaway Launchpads to any borrower who loses or abuses equipment or is repeatedly late in returning the Launchpad or its accessories.
12. The library reserves the right to update and change this policy at any time without notice.
13. Borrowers agree to abide by the library policy and procedures.

**Adopted by the Prescott Public Library Board of Trustees June 18, 2020
Amended:**