



Tablet Rental

Musser Public Library provides 8 Microsoft Surface Pro tablets for use by library patrons that meet the following requirements:

Tablet Program Facts

- Tablets can be borrowed by Musser Public Library card holders 18 years of age and older.
- Tablets are for **in-library use only**. They cannot be taken outside the library.
- Tablets and desktop computers that require a Musser Public Library card can be used in any combination for a total of three hours daily.
- Tablets can print wirelessly to library printers.
- Tablets have the following computer programs:
 - Google Chrome
 - Internet Explorer
 - Office 2016 - Word, Excel, PowerPoint
 - Adobe Acrobat

Borrowing Procedures

- Tablets may be checked out at the Information Desk.
- You must have a library card from Musser Public Library (excluding Computer Access Cards) with no outstanding fines over \$10.00.
- You must read, understand and sign the Musser Public Library Tablet Use Agreement

Loan Periods and Use Procedures

- Tablets can be borrowed for **in-library use only**.
- Tablet use is not transferable. Borrowers must maintain the tablet in their immediate possession at all times during their reservation.
- Tablets can be borrowed up to three hours per day.
- If you cannot log in, please bring the laptop to a Library staff member.
- Return the tablet after your session is over to make it available for the next user.
- If you are using the tablet at the end of the day, it must be returned 15 minutes prior to the library closing.
- No tablets can be borrowed 30 minutes prior to the library closing.
- There are no DVD/CD drives on the tablets. You must use a personal USB device to save your work.
- All files and downloads will be deleted when your session has been completed.

Surface Tablet Use Agreement

Library users who wish to borrow any of the Musser Public Library's Surface tablets must have a valid library card and complete, sign, and abide by this contract. All users must have a valid photo ID present to sign this contract.

I, _____, agree to follow these rules to borrow a tablet from the
Please Print Name
Musser Public Library.

1. I will check out the tablet with my own valid Musser Public Library card in good standing (less than \$10 in fines).
2. I will keep the tablet in my immediate possession at all times when it is checked out to me. I will not ask anyone else to guard the tablet for me for any reason. I will never leave the tablet unattended, even for a moment. If the tablet is lost or stolen while checked out to me, I understand that I am responsible.
3. I will return the tablet by the time my session expires as indicated by the time on the tablet screen, which will never be later than 15 minutes before the library is closing.
4. I understand that a library staff member has to inspect the tablet and make sure it is in the same condition as when I borrowed it. I will reserve time before I need to leave so that this inspection will not be rushed. I understand that if there are damages I will be charged for those damages and this will be reflected on my library card.
5. If I fail to return the tablet before the library closes I will pay the cost to replace the tablet, which is \$1360.00. All patrons are subject to replacement, lost, and damaged bills, and fees associated with them.
6. I will only use the tablet inside the library. If I remove the tablet from the library I understand that such action will be considered theft and I will be charged the cost to replace the tablet. Additionally I may face criminal charges for theft.
7. I will visually inspect the tablet and bring any damages to the attention of the staff person checking it out to me. I will return it in the same condition as it was in when I borrowed it. I will pay whatever it costs the Musser Public Library to repair any damage that happens to the tablet while it is checked out to me.
8. I understand that any documents saved on the tablet will be lost immediately upon the restarting of the device.
9. I understand that I am responsible for signing out of any site I visit that requires a personal login. I understand that, 'cookies', are not automatically deleted, and that login sessions must be terminated by me.
10. I understand that I must keep all food and drink away from the tablet.

Signature

Date