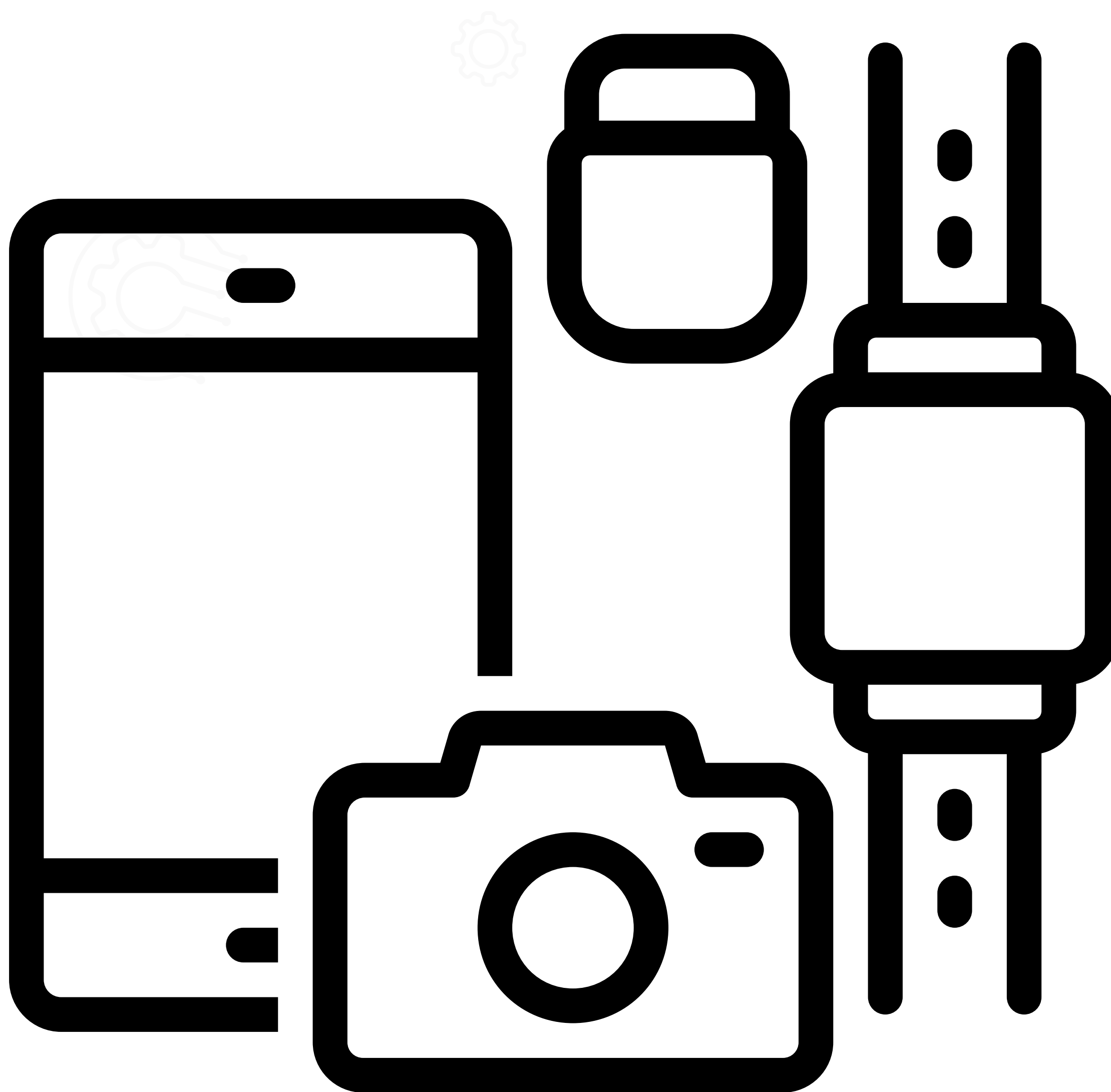




LIBRARY OF THINGS

EQUIPMENT AVAILABLE FOR CHECKOUT





WE ARE PROUD TO OFFER A
VARIETY OF ACCESSORIES,
EQUIPMENT, AND TECHNOLOGY
FOR PERSONAL AND BUSINESS
ENDEAVORS.



Special Thanks to the Small
Business Administration, the Illinois
State Library, and Peoria County
for Grants that allow us to make
this equipment and technology
available to our patrons.

Alpha Park Public Library

Equipment Lending Policies & Procedures



Check Out Procedure

1. Scan patron's APL library card in Workflows. **Patron must be in good standing.**
2. Make a copy of the patron's photo ID and staple to agreement form.
3. **Make sure item has not been reserved for someone else;** check the reservation forms. Holds may be placed up to one year in advance.
4. Gather equipment and make sure all parts are accounted for (refer to equipment binder).
5. Go over agreement form with patron and have them sign it. **Be sure to mark the item(s) that is (are) checked out and fill in the patron's name, phone number, user ID, due date, and your initials.** (Blank forms are found in the front of the Equipment Binder.)
6. Check out the device in Workflows.
7. Put the signed agreement form with copy of ID in the binder at the circulation desk.

Check In Procedure

1. Patron must return equipment to a staff member at the Circulation Desk.
2. Refer to the Equipment Binder to confirm all parts have been returned for each item checked out.
3. Discharge the equipment in Workflows.
4. Pull signed agreement form from back of equipment binder and give it to the Department Head.
5. Have Supervisor ready it for future check outs (wipe out personal information, make sure it's working properly, etc.).
6. Return equipment to proper location.

Reminder Calls

Please call the patron three days before the due date to remind them that the equipment will be due soon. After you have called the patron, put the date and your initials on the appropriate blank on the checkout form.

Alpha Park Public Library

Equipment Lending Policies & Procedures



Reservations

Patrons may reserve equipment up to one year in advance. To place a reservation, fill out a yellow equipment reservation form. The reservation date is the date that the patron will check out the equipment. File the completed reservation forms with the checkout forms in the equipment binder.

Holds

Equipment may be placed on hold like other library items. If a patron wants to put an item on hold, fill out an equipment reservation form and make the date of reservation the date the hold was placed. Be sure to place a hold on the equipment in Workflows as well.

Renewals

Equipment may be renewed once if there are no holds or reservations at the time of the renewal. Equipment may be renewed over the phone.

APL Staff:

**Please file all checkout and reservation forms in
chronological order by the due date or
reservation date.**

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**ITEMS KEPT IN THE
ACCESS SERVICES OFFICE &
CIRCULATION DESK**

CAMERA KIT

Item ID.....A12603755413

Lending Period..... 3 Weeks



CONTENTS

Precision Tripod

LED Video Light with 2 Brackets

Precision Telephoto Lens Kit

- .45x Wide Angle Conversion Lens
- 2.5x Telephoto Conversions Lens
- 2 Front & 2 Rear Lens Caps
- 3 Adapter Rings
- 2 Pouches

Vivitar Fundamental Filter Kit

- UV Protective Filter
- CPL Circular Polarizer Filter
- ND8 Filter

CANON POWERSHOT SX210 IS

Digital Camera

Item ID.....A12603903537

Lending Period..... 3 Weeks



CONTENTS

Camera

2 Batteries

Battery Charger

3 SD Cards

Case

GoPro HERO 7 CAMERA

Item ID.....A12603686486

Lending Period..... 3 Weeks



CONTENTS

Camera and Protective Case
Safety Cable
Head Strap Mount
Chest Strap Mount
Car Suction Mount
Floating Handle Grip
Instruction Booklet
Storage Pouch

2 Tripod Mount Adapters
Extendable Handle Monopod
2 Surface J-Hooks
2 Thumb Screws
Camera Display Pad
Memory Card
SD Reader
Carrying Case

PANASONIC FULL HD HC-V770 Camcorder

Item ID.....A12603754661

Lending Period..... 3 Weeks



CONTENTS

Camcorder

SD Card

Charger with Cable

Bag

TRIPOD

Item ID.....A12603342472

Lending Period..... 3 Weeks

*Agreement Form not
required for Checkout*



CONTENTS

Box

Tripod

Carrying Bag

NOTES

Extends to 59"

Folds to 21"

Universal Camera Mount

WiFi HOTSPOTS

- Lending Period..... 3 Day
- Lending Period..... 1 Week
- Lending Period..... 3 Weeks



Agreement Form not required for Checkout

CONTENTS

- Device
- Power Cord
- Case

NOTES

Devices kept at the Circulation Desk

APL LITTER KITS

Item ID.....A12603902955
A12603903236
A12603902963
Lending Period..... 3 Weeks

*Agreement Form not
required for Checkout*



CONTENTS

- 1 Tydon Guardian Reflective Safety Vest
- 1 1/2" Bagalong Trashbag Holder
- 1 32" Grabber Tool
- 2 Pairs of Compostable Gloves
- 2 13 Gallon Compostable Trashbags
- Instruction Sheet

NOTES

Kits kept in Blue APL
Tote Bag

D30 BLUETOOTH LABEL PRINTER

Item ID.....A12603932308

Lending Period..... 3 Weeks



Agreement Form not required for Checkout

NOTES



Requires PrintMaster app, available on the App Store for Apple and GooglePlay for Android
For more information, visit:
phomemo.com/pages/household-label-maker

JACKPAK

4-in-1 Emergency Jump Starter

Item ID.....A12603958419

Lending Period..... 3 Weeks



CONTENTS

- 2 Instruction Packets (English & French)
- JackPak Power Pack Device
- 1 Set of Jump Starter Cables
- 1 USB Cable
- 1 Air Hose
- 4 Air Hose Fittings
- Carrying Case



ITEMS KEPT AT THE REFERENCE DESK

iPAD

Item ID.....A12603727193
A12603959114

Lending Period..... 3 Weeks



CONTENTS

- Device
- Cable
- Carrying Bag

NOTES

Access the Internet via WiFi, use apps, listen to music, watch videos, read eBooks, play games, and much more!

KINDLE FIRE HDX

Item ID.....A12603254865

Lending Period..... 3 Weeks



CONTENTS

Device

Cable

Carrying Bag

NOTES

Access the Internet via WiFi, use apps, listen to music, watch videos, read eBooks, play games, and much more!

KINDLE FIRE

Item ID.....A12603964826

Lending Period..... 3 Weeks



CONTENTS

Device

Cable

Carrying Bag

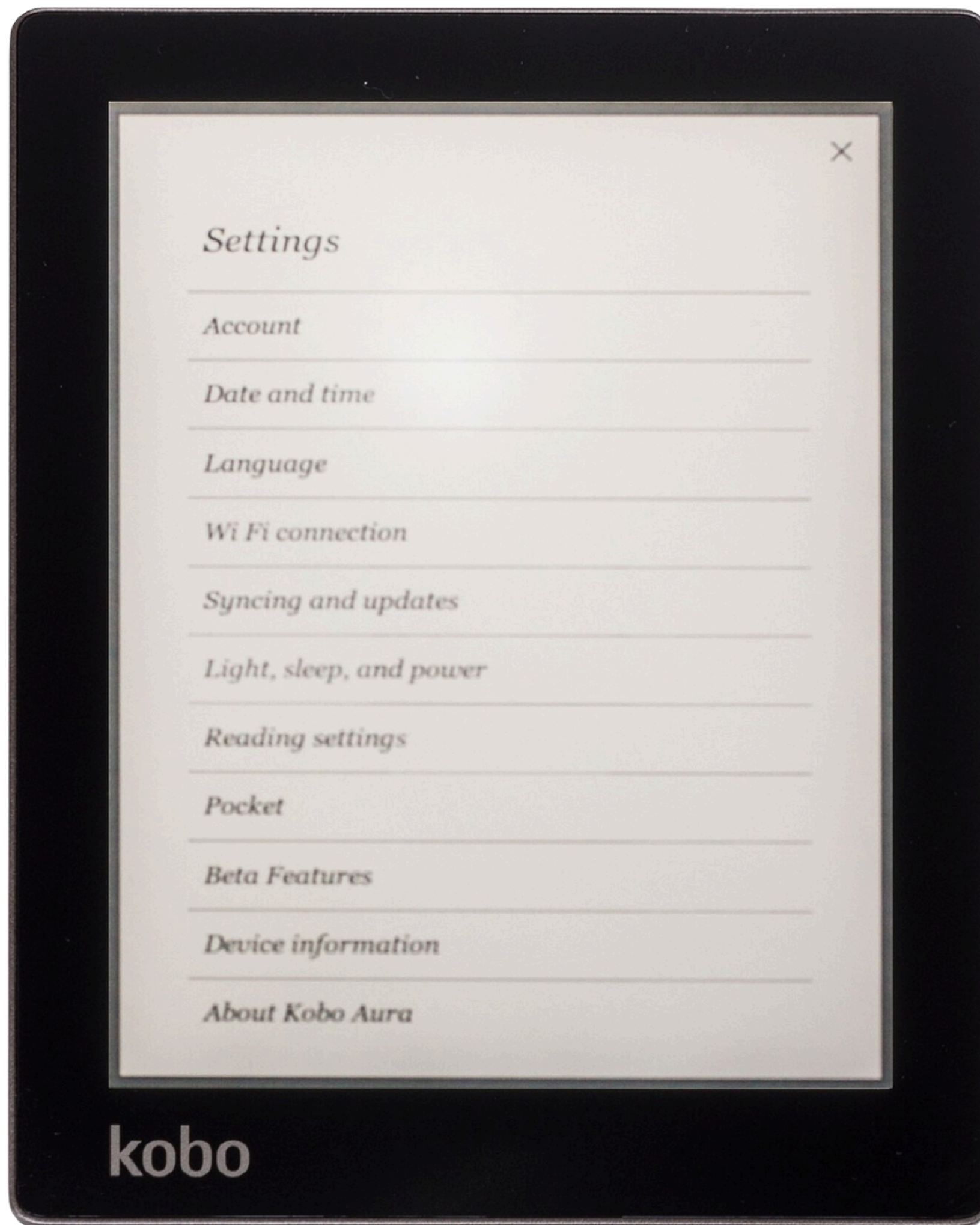
NOTES

Access the Internet via WiFi, use apps, listen to music, watch videos, read eBooks, play games, and much more!

KOBO eREADER

Item ID.....A12603368127

Lending Period..... 3 Weeks



CONTENTS

Device

Cable

Carrying Bag

SAMSUNG GALAXY TAB PRO

Item ID.....A12603627296

Lending Period..... 3 Weeks



CONTENTS

Device

Cable

Carrying Bag

NOTES

Access the Internet via WiFi, use apps, listen to music, watch videos, read eBooks, play games, and much more!



ITEMS KEPT IN THE STACKS

-

AV - AUDIOBOOKS &
PLAYAWAYS

UNIVERSAL FM TRANSMITTER

For iPod/MP3 Players or Playaway Audiobooks

Item ID.....A12603306484

A12603306442

Lending Period..... 3 Weeks



*Agreement Form not
required for Checkout*

CONTENTS

Device

Case

Instructions

FM TRANSMITTER

For iPod/MP3 Players or Playaway Audiobooks

Item ID.....A12603606038

A12603605993

Lending Period..... 3 Weeks



*Agreement Form not
required for Checkout*

CONTENTS

Device

Case

Instructions

PLAYAWAY CORD

For Playaway Audiobooks

Item ID.....A12603605951

A12603605228

Lending Period..... 3 Weeks



*Agreement Form not
required for Checkout*

CONTENTS

Device

Case

Instructions

ANDROID AUX CORD

Item ID.....A12603902866

Lending Period..... 3 Weeks



*Agreement Form not
required for Checkout*

CONTENTS

Device

Case

APPLE AUX CORD

Item ID.....A12603902890

Lending Period..... 3 Weeks



*Agreement Form not
required for Checkout*

CONTENTS

Device

Case

APPLE WORLD TRAVEL ADAPTERS

Lending Period..... 3 Weeks



Agreement Form not required for Checkout

CONTENTS

Adapter

Mesh Carrying Bag

Safety Information

NOTES

Contains 1 adapter for the following regions:

- UK, Hong Kong, and Singapore
- Australia & New Zealand
- Mainland China
- North America & Japan
- Korea
- Continental Europe
- Brazil

**Each adapter Checks Out Separately*



ITEMS KEPT IN AV STORAGE

-

BOOK DROP ROOM

BENQ BUSINESS PROJECTOR

Item ID.....A12603850996

Lending Period..... 3 Weeks



CONTENTS

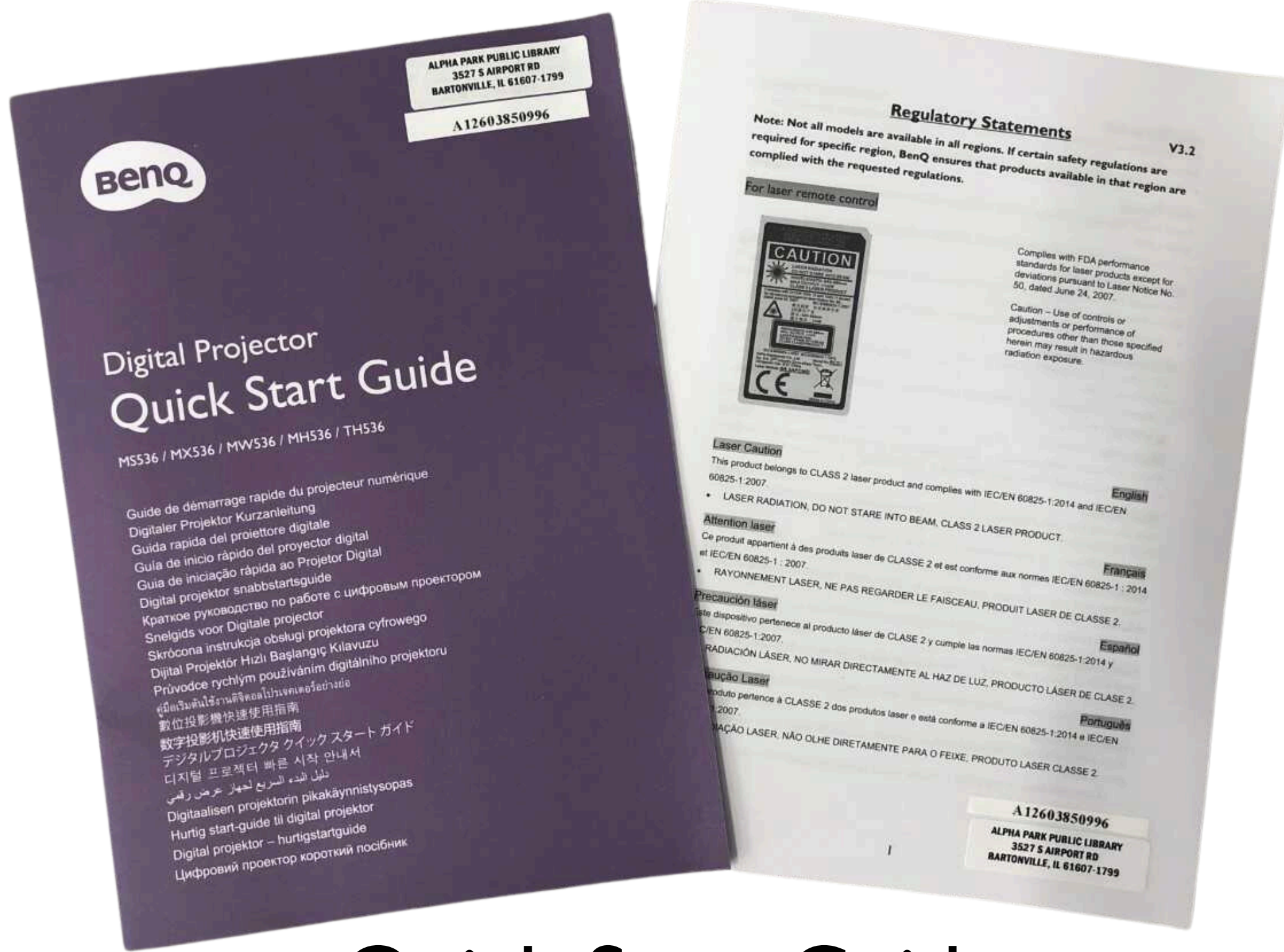
See Next Page

NOTES

Project your computer screen for large audience viewing

BENQ BUSINESS PROJECTOR

CONTENTS



Quick Start Guides



Power Cable & Computer Cable



Remote Control

TMY PROJECTOR

Item ID.....A12603933192

Lending Period..... 3 Weeks



CONTENTS

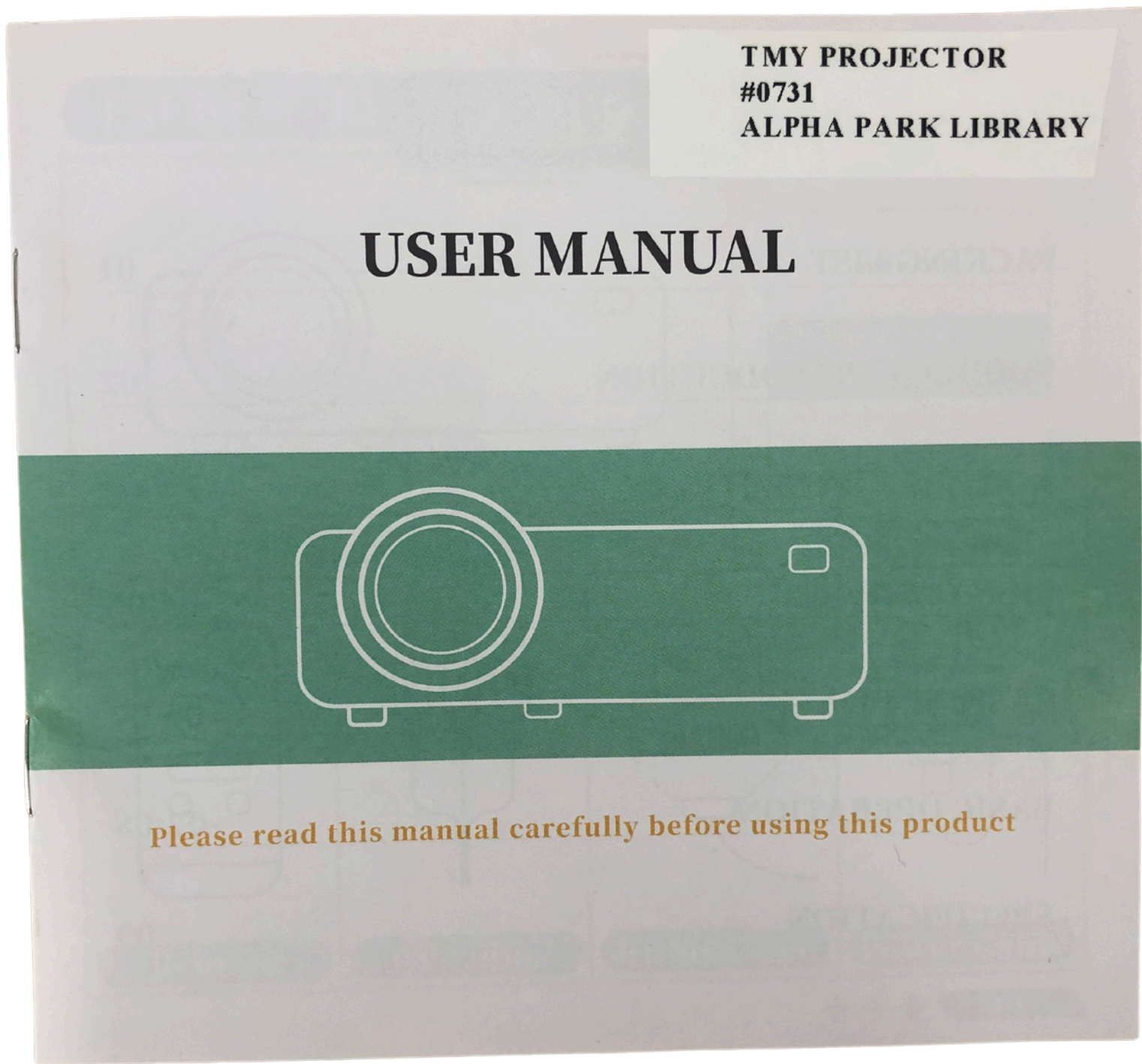
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NOTES

Project your computer screen for large audience viewing

TMY PROJECTOR

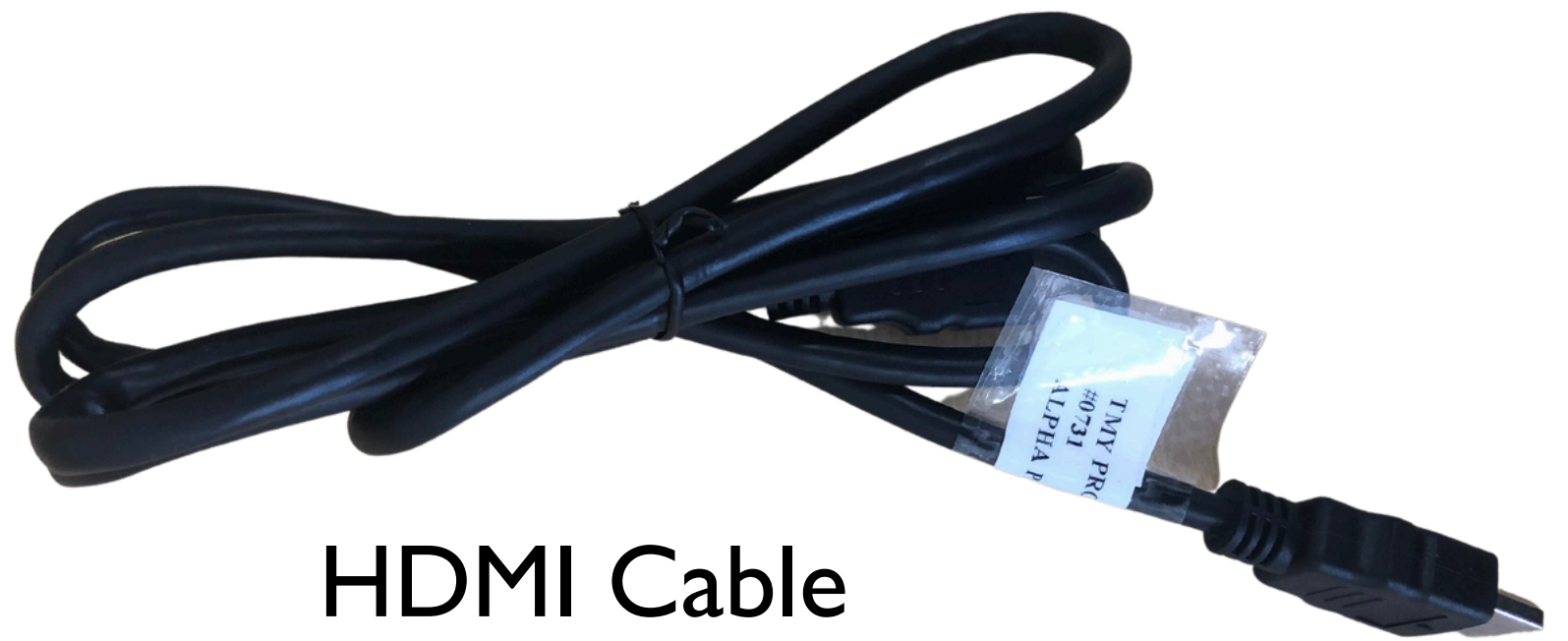
CONTENTS



Instruction Booklet



Power Cable



HDMI Cable



A/V Cable



Remote Control

CANSON PAPER SHOW

Item ID.....A12603254823

Lending Period..... 3 Weeks



CONTENTS

See Next Page

NOTES

Wireless pen displays notes from paper to screen

CANSON PAPER SHOW CONTENTS



Flipchart Pad, Printer Paper, & Folder



Pencil Case



Miscellaneous
Paperwork

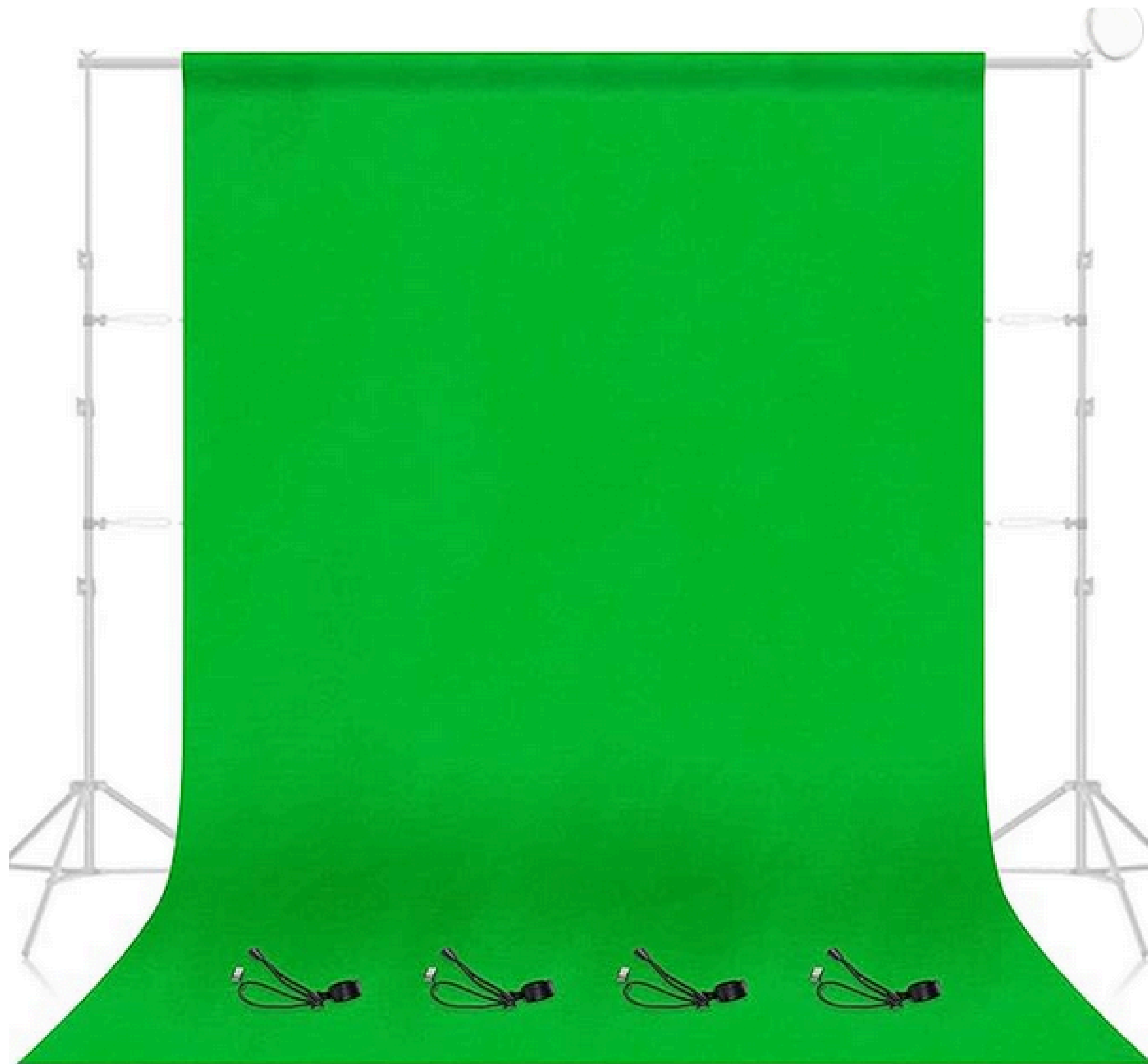


USB, Digital Pen with 3 Extra
Cartridges, & Color Coding Bands

EMART GREEN SCREEN

Item ID.....A12603743597

Lending Period..... 3 Weeks



CONTENTS

- 2 Support Stands
- 4 Crossbars
- 2 Spring Clamps
- 1 Muslin Green Backdrop
- 1 Instruction Pamphlet

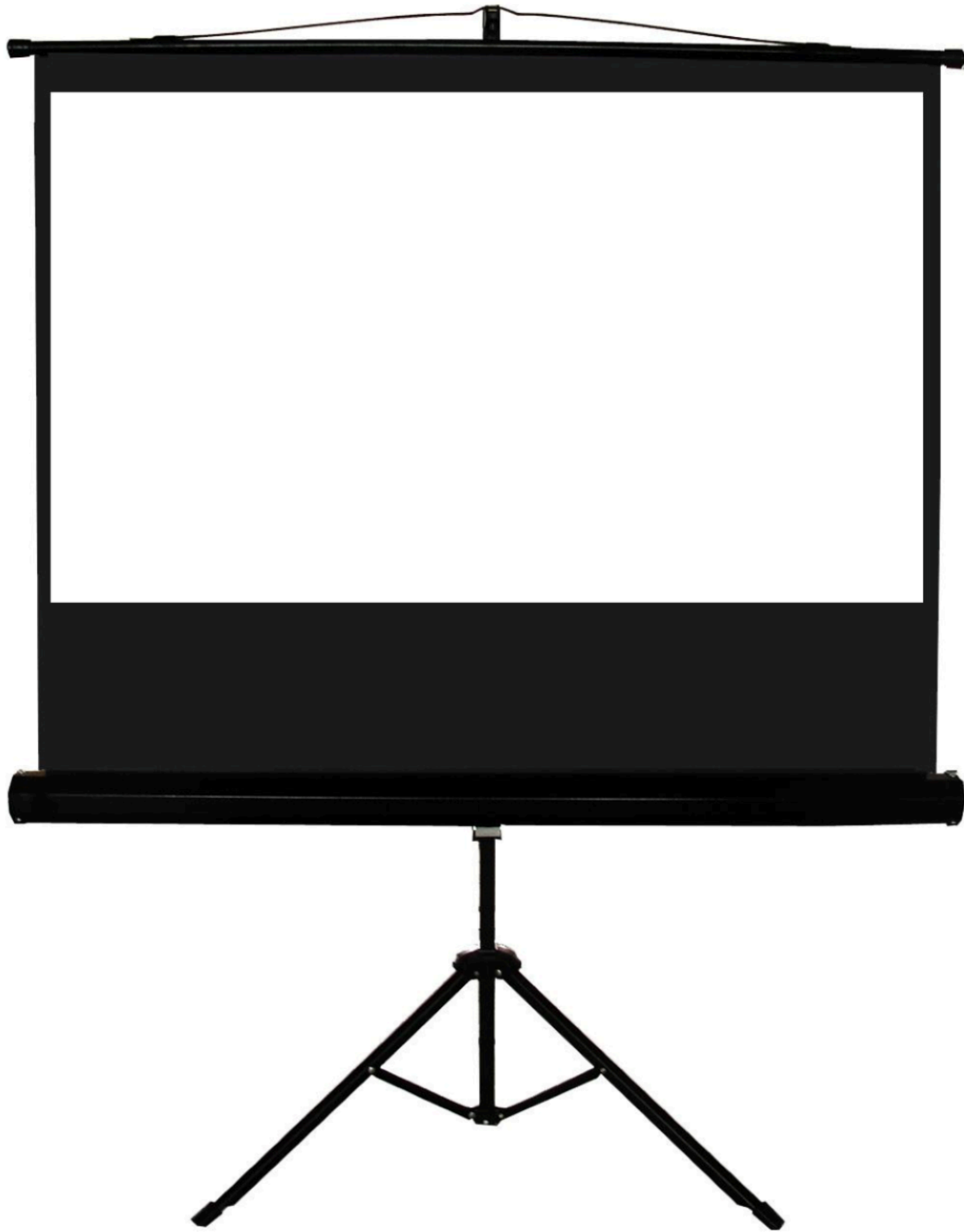
NOTES

Muslin Green Backdrop is kept in a separate bag for storage convenience

PORTABLE SCREEN

Item ID.....A12603255308

Lending Period..... 3 Weeks



CONTENTS

Screen with Stand

SHOWMAVEN GREEN SCREEN

Item ID.....A12603743555

Lending Period..... 3 Weeks



CONTENTS

Screen with Stand

VANKYO PROJECTOR SCREEN

with Stand

Item ID.....A12603903480

Lending Period..... 3 Weeks



CONTENTS

Screen

Carrying Bag

Stainless Steel Rod

2 90° Bends

2 Weight Bags

8 Ball Bungee Cords

2 Windproof Ropes

4 Windproof Nails

2 T-Junction Supporting
Rods

Instructions

HEADSET WITH MICROPHONE

Item ID.....A12603342430

Lending Period..... 3 Weeks



*Agreement Form not
required for Checkout*

CONTENTS

Headset

Input/Output Cables

KILL-A-WATT EZ POWER METER

Item ID.....A12601636532
A12602932224
A12602932232
Lending Period..... 3 Weeks



Agreement Form not required for Checkout

CONTENTS

- Device
- Box
- Instructions

NOTES

An easy to use meter that calculates electric usage and cost of household appliances to help you understand and reduce your energy bill

MULTIMEDIA SPEAKERS

Item ID.....A12603342927

Lending Period..... 3 Weeks



*Agreement Form not
required for Checkout*

CONTENTS

2 Speakers

Instruction Manual

Box

LAVALIER MICROPHONES

Item ID.....A12603755293

A12603755332

Lending Period..... 3 Weeks



Agreement Form not required for Checkout

CONTENTS

Microphone

Extension Cord

Adapter Cord

Pouch

Box

Instructions

VIDPRO MINI CONDENSER MICROPHONE

Item ID.....A12603755455

Lending Period..... 3 Weeks



*Agreement Form not
required for Checkout*

CONTENTS

Microphone

Instructions

NOTES

Kept in a Hanging Bag

Patron Name: _____ Phone: _____

Alpha Park Public Library Equipment, Technology, & Accessory Lending

Terms & Conditions

1. You must be at least 18 years old
2. You Must present a current valid Alpha Park Library card **IN GOOD STANDING**
3. You must present a valid driver's license or state ID card to be copied
4. Late Fees accrue up to \$5 per day
5. If the electronic device or its accessories are lost, stolen, or damaged, the patron to whom the device is checked out will be held responsible for all replacement costs and processing fees
6. **ELECTRONIC DEVICES MAY NOT BE RETURNED IN THE DROP BOX. PATRON WILL BE CHARGED A \$25.00 FINE FOR ANY DEVICE LEFT IN THE DROP BOX, ON TOP OF ANY DAMAGE OR REPLACEMENT FEES. THE DEVICE MUST BE RETURNED TO A STAFF MEMBER**

STAFF USE ONLY

User ID:

Date Due:

Staff Initials:

Reminder Call
Date/Initials:

ITEM(S) CHECKED OUT

Miscellaneous Equipment

- Camera Kit: \$120.00
- Canon Digital Camera: \$498.00
- Canson Paper Show: \$200.00
- GoPro Camera: \$300.00
- HD Camcorder: \$450.00
- JackPak Jump Starter: \$216.00

Tablets & eReaders

- Galaxy Tab Pro: \$399.00
- iPad: \$260.00
- Kindle Fire HDX: \$229.00
- Kindle Fire HD: \$79.99
- Kobo eReader: \$150.00

Projectors & Screens

- BenQ Projector: \$379.00
- TMY Projector: \$99.99
- Emart Green Screen: \$180.00
- Portable Screen: \$150.00
- Showmaven Green Screen: \$170.00
- Vankyo Projector Screen: \$80.00

Patron Agreement

I understand that I am fully responsible for this borrowed electronic device, its accessories, and content.

I agree to return this device to a staff member and not the drop box.

I understand that if the device (or any of its accessories) is lost, damaged, or stolen, I will pay the amount assessed by library staff.

I understand that the Library will not be responsible under any circumstances for any liability, damages, or expenses resulting from the use or misuse of the electronic device, connection of the device to other electronic devices, or the loss of data, personal, financial, or credit card information while using a Library electronic device.

I agree to the Terms & Conditions listed above.

Borrower's Signature

Date