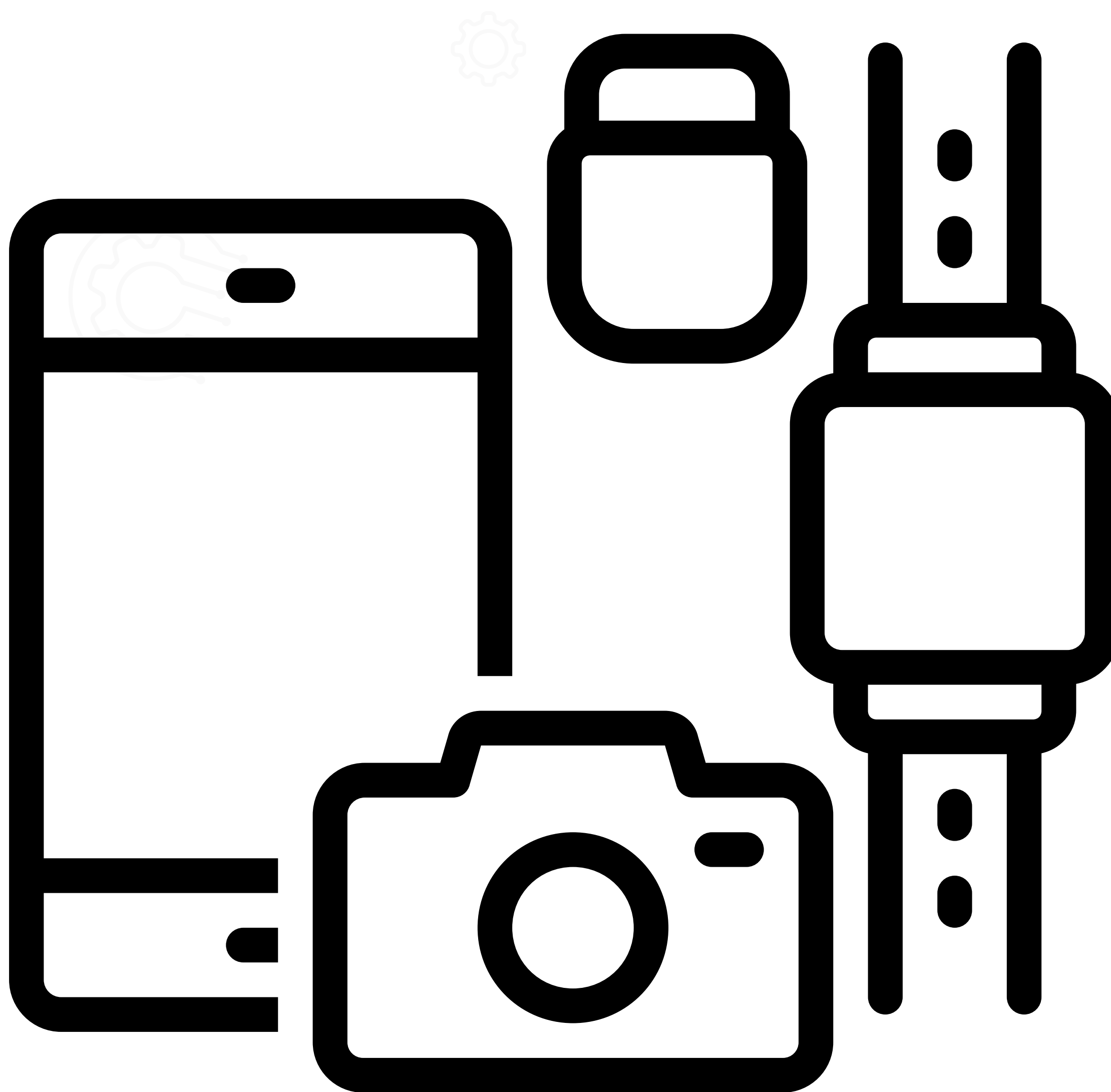




# LIBRARY OF THINGS

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.

If an equipment checkout conflicts with a reservation, please adjust the due date to three (3) days before the reservation. Example: A patron checks out the laptop on June 29. However, someone else has the laptop reserved for July 13. The due date on the laptop should be changed to July 10.

Please make sure the adjusted due date does not fall on a day the library is closed.

### 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](http://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

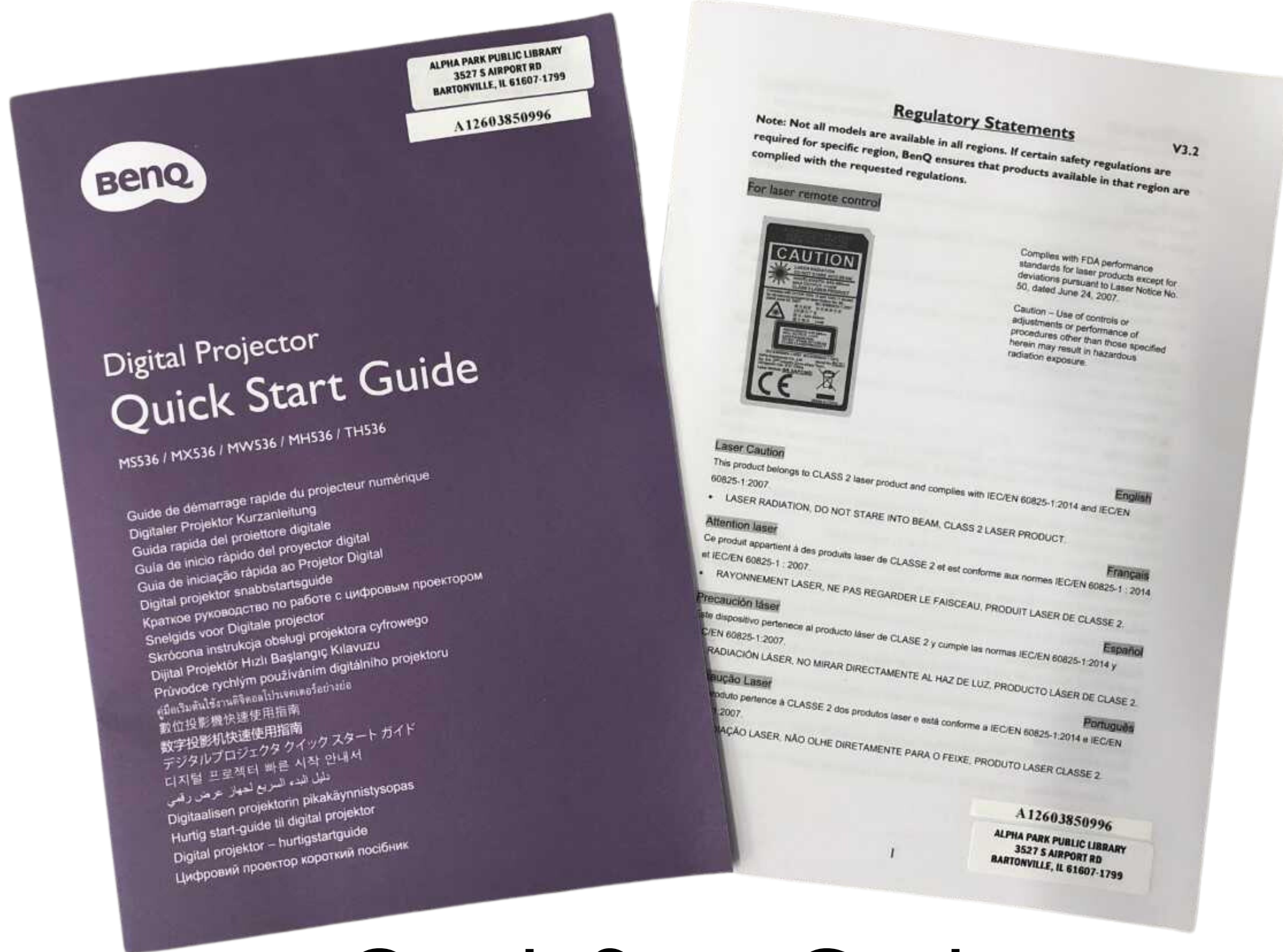
See Next Page

## 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

See Next Page

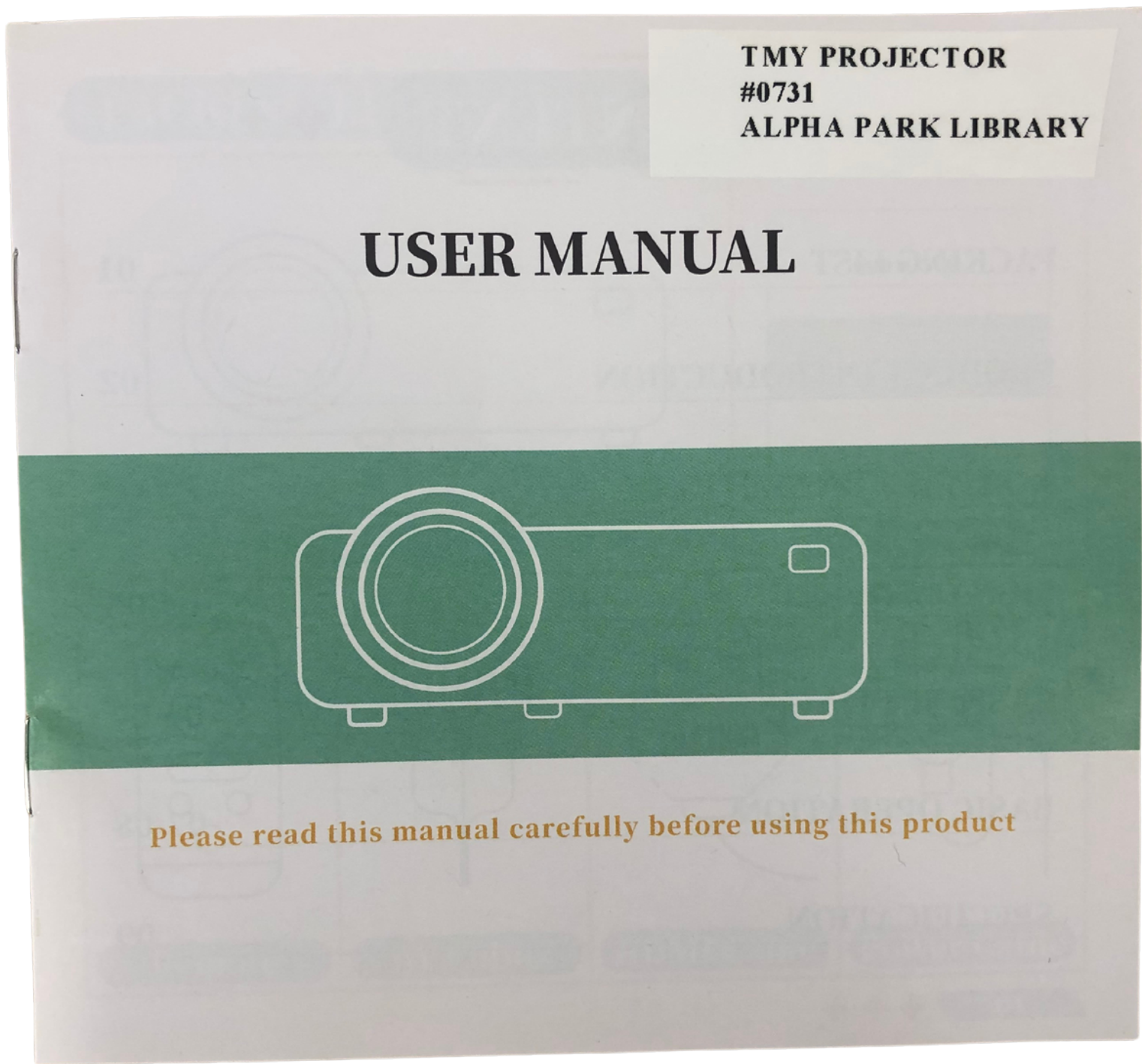
## NOTES

Project your computer screen for large audience viewing



# TMY PROJECTOR

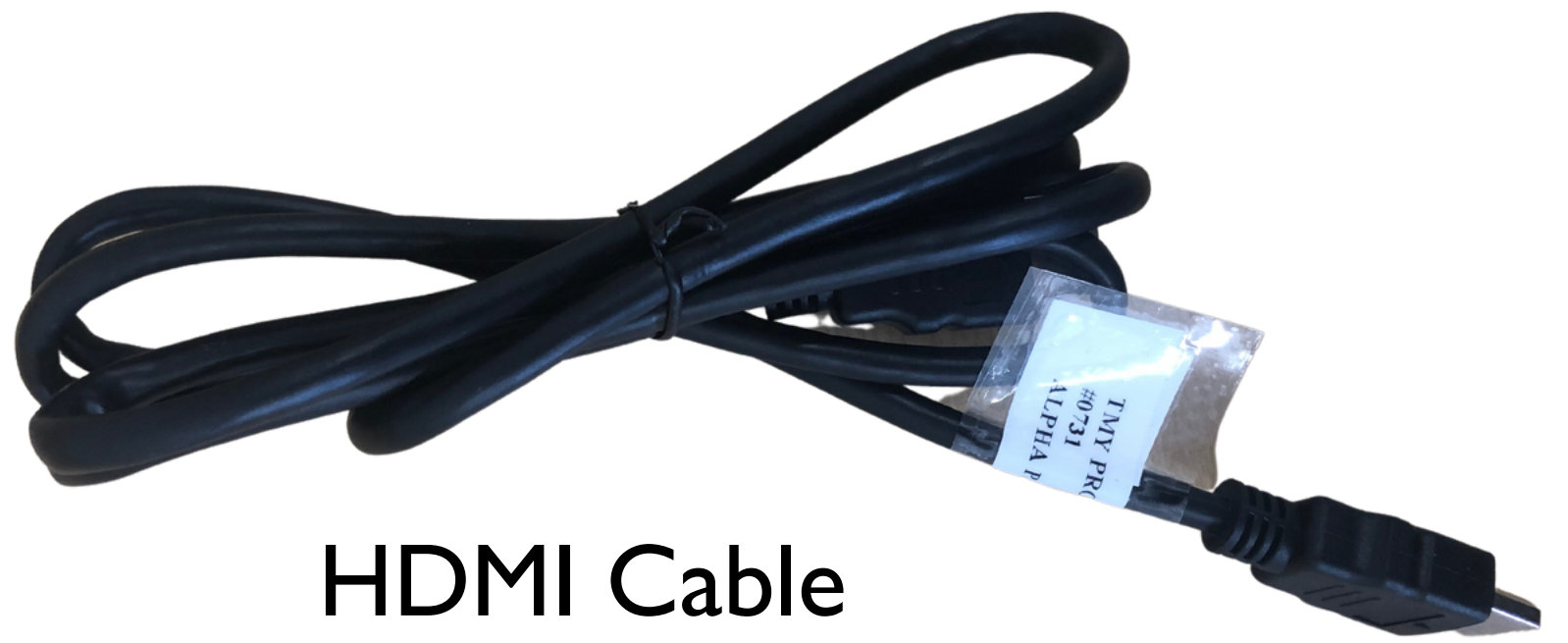
## CONTENTS



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



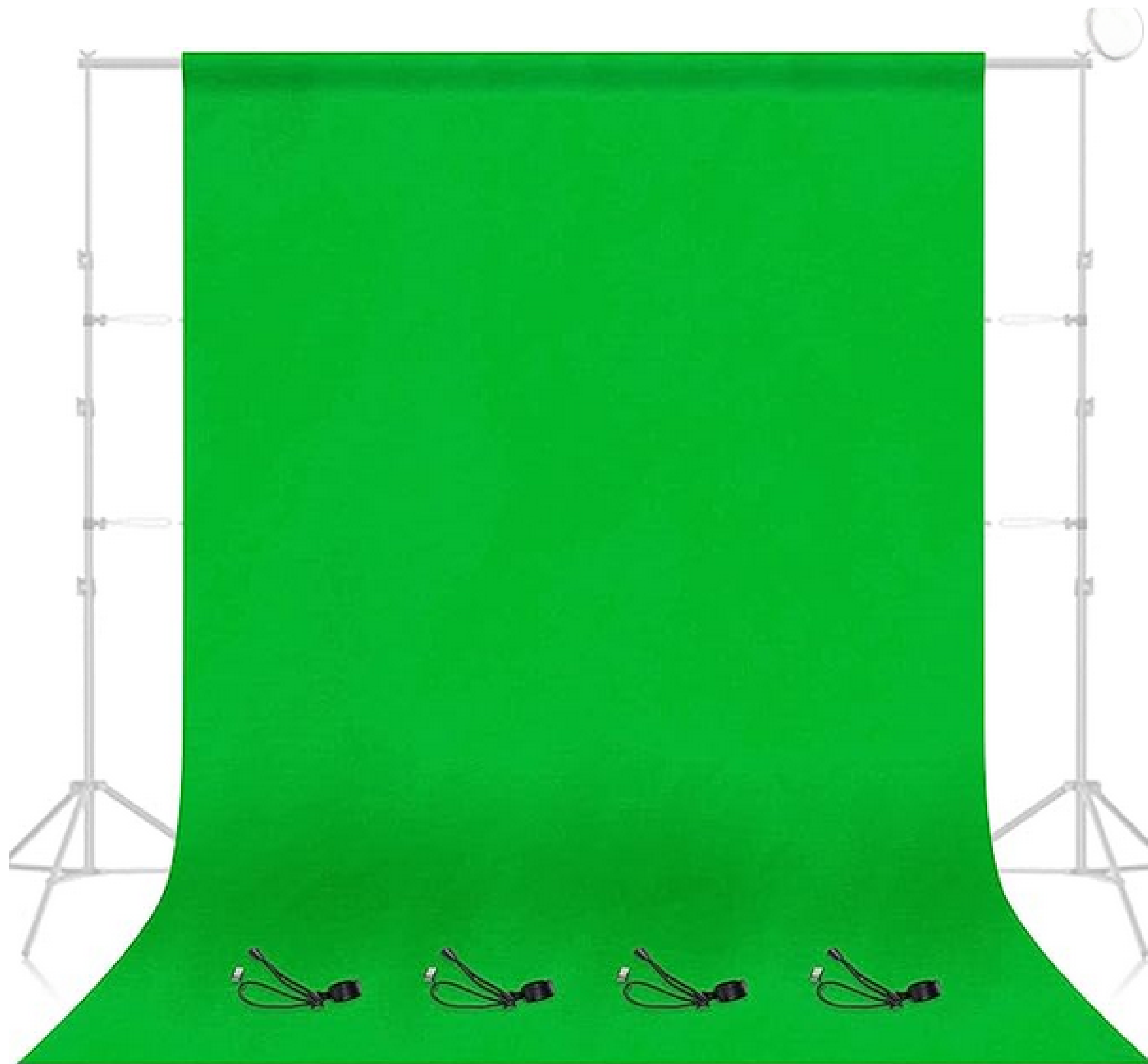
USB, Digital Pen with 3 Extra  
Cartridges, & Color Coding Bands



# 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

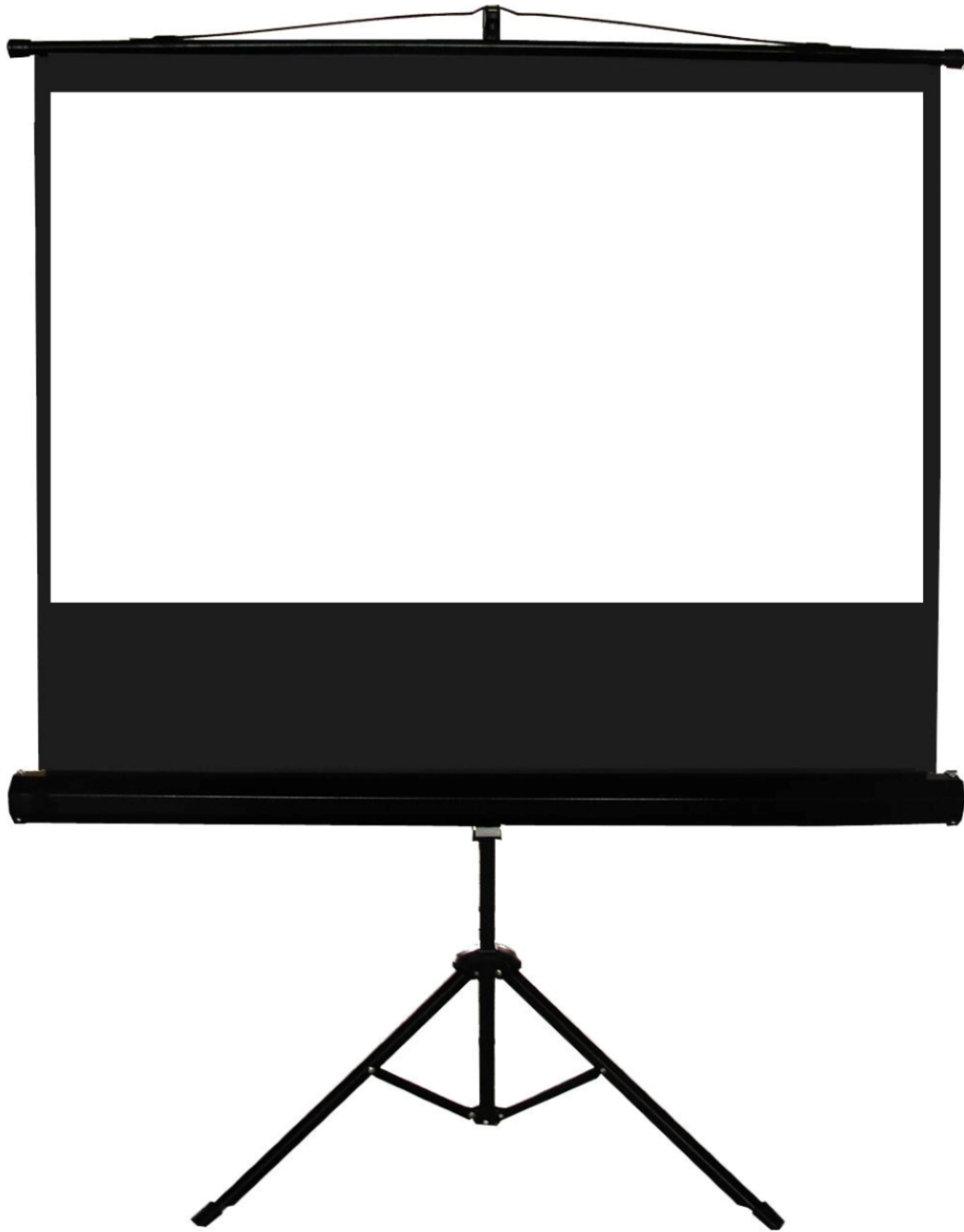
## NOTES

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