



LIBRARY OF THINGS EQUIPMENT BINDER



**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 either 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.

Hold

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.

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

TABLE OF CONTENTS

Access Services Office

Camera Kit	1
Canon Digital Camera	2
GoPro Hero7 Camera	3
Panasonic HD Camcorder	4
Tripod	5
WiFi HotSpots	6
APL Litter Kits	7

Reference Desk

iPad	8
Kindle Fire HDX	9
KOBO eReader	10
Samsung Galaxy Tablet	11

AV - Library Stacks

Universal FM Transmitter	12
FM Transmitter	13
Playaway Cords	14
AUX Cord for Android	15
AUX Cord for Apple	16

TABLE OF CONTENTS

AV Storage – Book Drop Room

BenQ Business Projector	17
Canson Paper Show	19
DBPower Mini Projector	21
EMart Green Screen	23
Headset with Microphone	24
iClever Mini LED Projector	25
Kill-A-Watt EZ Power Meter	27
Multimedia Speakers	28
Overhead Projector	29
Peavy Portable PA System	30
Portable Screen	32
Lavalier Microphone	33
Showmaven Green Screen	34
Slide Projector	35
Vankyo Projector Screen	37
Vidpro Mini Condenser Microphone	38



**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 Hero7 Camera



Item ID **A12603686486**

Lending Period **3 Weeks**

Contents

Camera and Protective Case	2 Tripod Mount Adapters
Safety Cable	Extendable Handle Monopod
Head Strap Mount	2 Surface J-Hooks
Chest Strap Mount	2 Thumb Screws
Car Suction Mount	Camera Display Pad
Floating Handle Grip	Memory Card
Instruction Booklet	SD Reader
Storage Pouch	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

Contents

Box

Tripod

Carrying Bag

Agreement Form not required for Checkout

Notes

Extends to 59"

Folds to 21"

Universal Camera Mount

WiFi HotSpots



Lending Period 3 Day

Lending Period 1 Week

Lending Period 3 Weeks

Contents

Device

Power Cord

Case

Notes

Devices kept at the
Circulation Desk

**Agreement Form not
required for Checkout**

APL Litter Kits

Agreement Form not required for Checkout



Notes

Kits kept in Blue APL Tote Bag

Item ID A12603902955
A12603903236
A12603902963
Lending Period 3 Weeks

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



ITEMS KEPT AT THE REFERENCE DESK

iPad



Item ID **A12603727193**
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!

Kobo eReader



Item ID..... A12603368127

Lending Period..... 3 Weeks

Contents

Device

Cable

Carrying Bag

Reference Desk

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 A12603306442

A12603306484

Lending Period 3 Weeks

Contents

Device

Case

Instructions

**Agreement Form not
required for Checkout**

FM Transmitter

For iPod/MP3 Players or
Playaway Audiobooks



Item ID A12603605993

A12603606038

Lending Period 3 Weeks

Contents

Device

Case

Instructions

**Agreement Form not
required for Checkout**

Playaway Cord

For Playaway Audiobooks



Item ID A12603605228

A12603605951

Lending Period 3 Weeks

Contents

Device

Case

Instructions

**Agreement Form not
required for Checkout**

Android AUX Cord



Item ID A12603902866

Lending Period 3 Weeks

Contents

Device
Case

**Agreement Form not
required for Checkout**

Apple AUX Cord



Item ID **A12603902890**

Lending Period **3 Weeks**

Contents

Device
Case

**Agreement Form not
required for Checkout**



ITEMS KEPT IN AV STORAGE
-
BOOK DROP ROOM

BenQ Business Projector



Item ID **A12603850996**
Lending Period **3 Weeks**

Contents

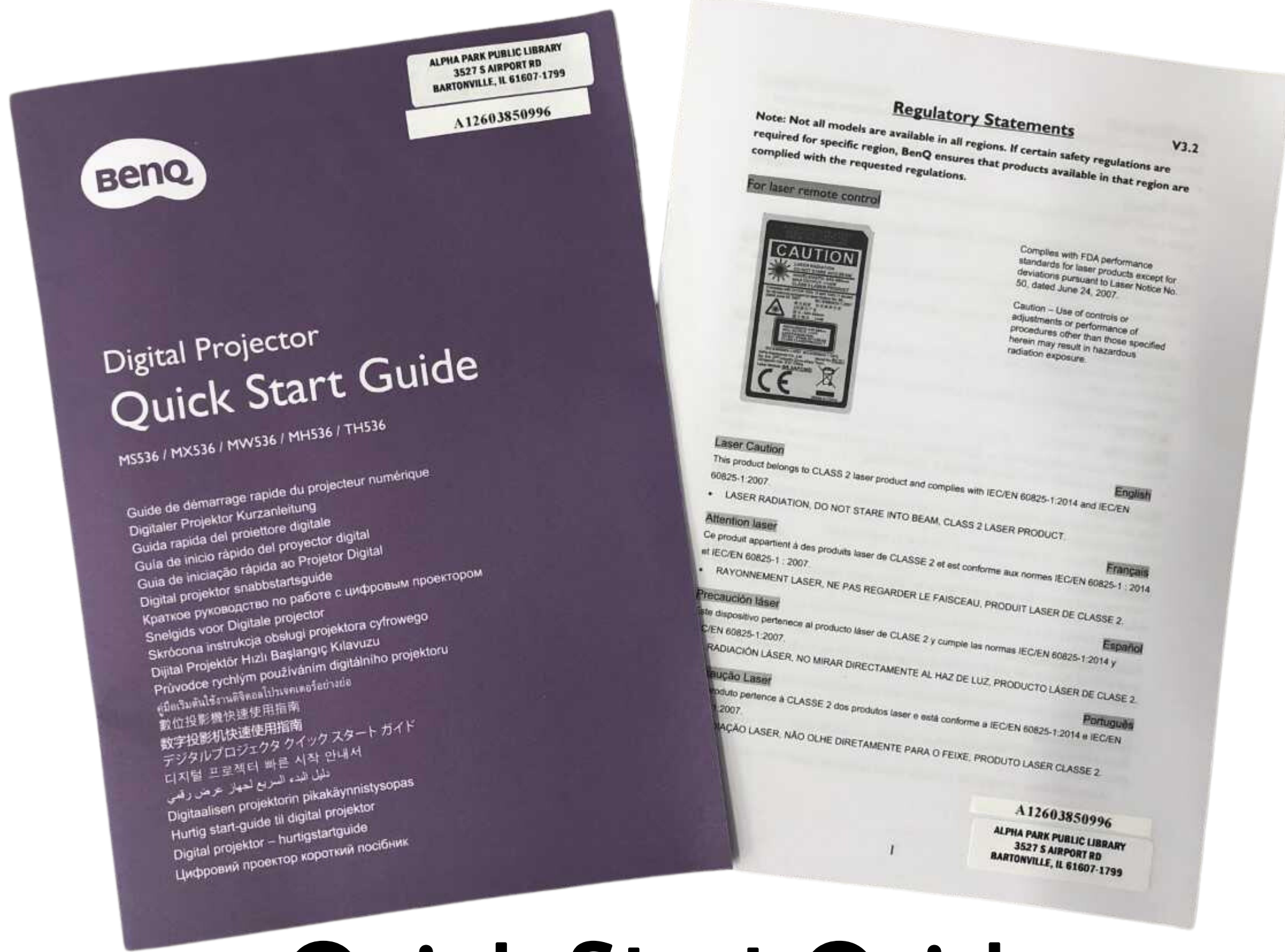
See Next Page

Notes

Project your computer screen for large audience viewing!

BenQ Business Projector

Contents



Quick Start Guides



Power Cable & Computer Cable



Remote Control

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**



DBPower Mini Projector



Item ID A12603851007

Lending Period 3 Weeks

Contents
See Next Page

Notes

Project your computer screen for large audience viewing!

DBPower Mini Projector

Contents



Instruction Booklet

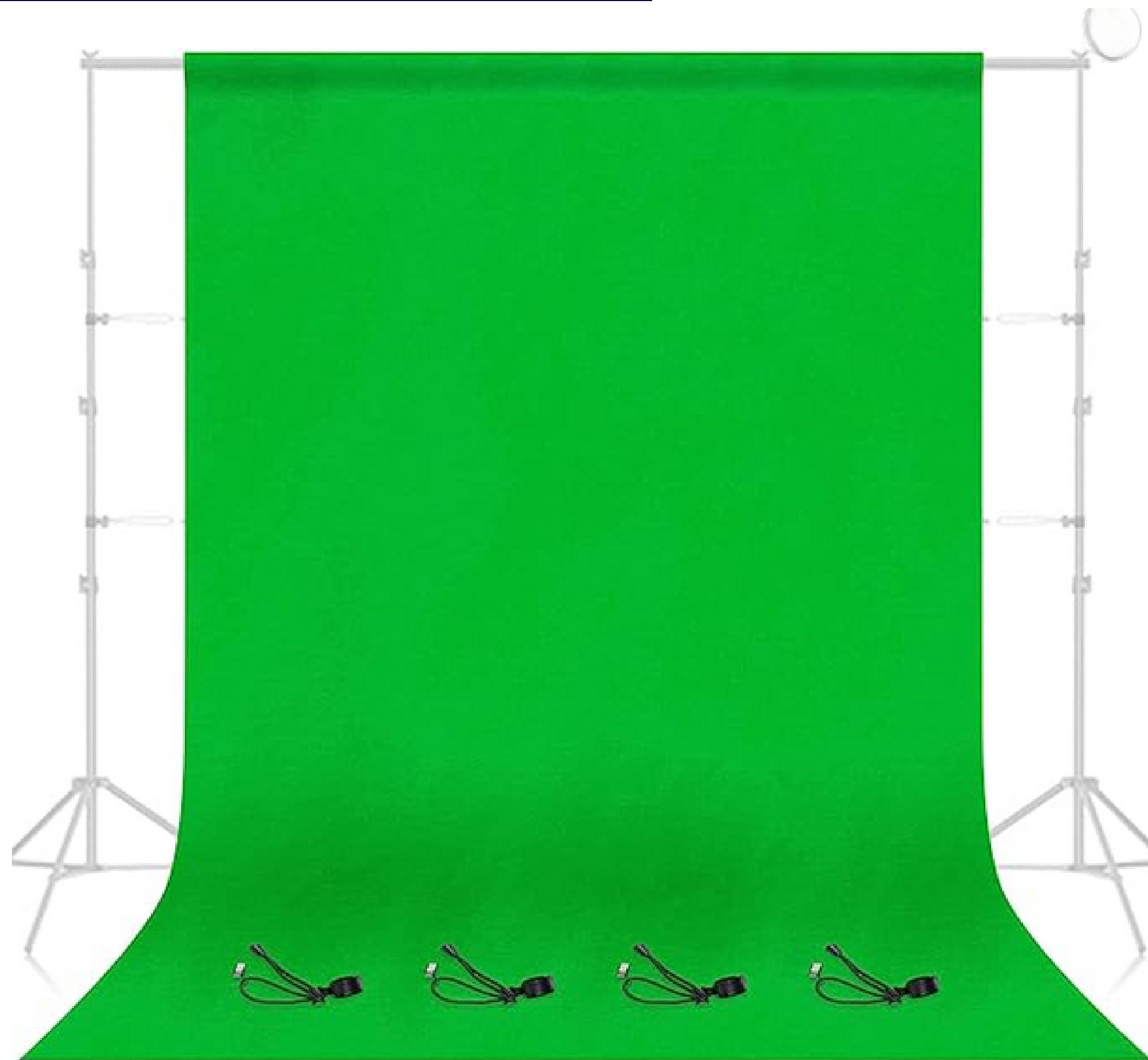


Power Cable & Computer Cable



Remote Control

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

Headset with Mircophone



Item ID A12603342430

Lending Period

Contents

Headset

Input/Output Cables

**Agreement Form not
required for Checkout**

iClever Mini LED Projector



Item ID A12603513667

Lending Period 3 Weeks

Contents

See Next Page

Notes

Project your computer screen for large audience viewing!

iClever Mini Projector

Contents



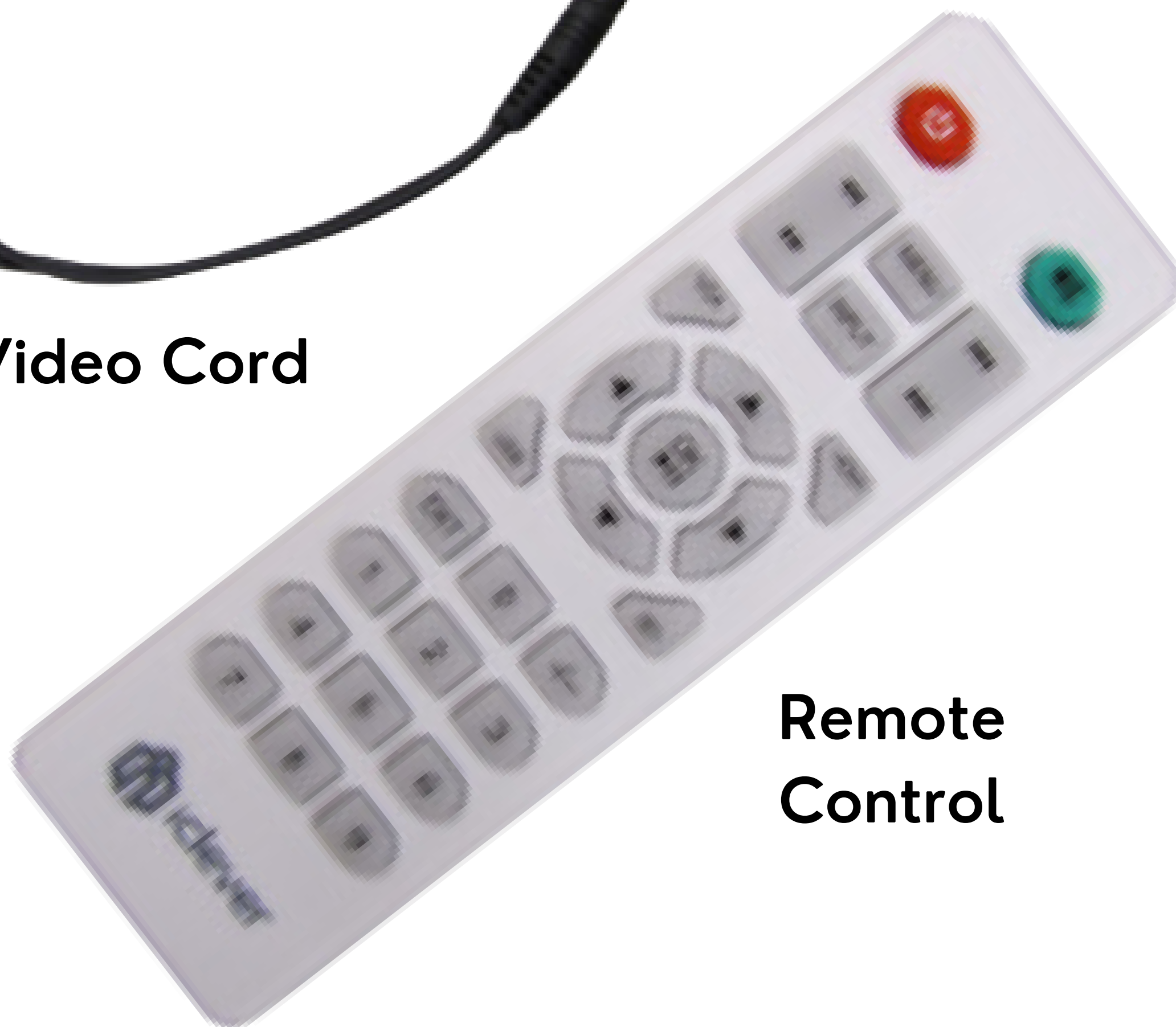
USB Cord



Power Cord



Video Cord



Remote Control

Kill-A-Watt EZ Power Meter



**Agreement Form
not required for
Checkout**

Item ID..... **A12601636532**

A12602932224

A12602932232

Lending Period..... **3 Weeks**

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

**Agreement Form not
required for Checkout**



Item ID **A12603342927**
Lending Period **3 Weeks**

Contents

**2 Speakers
Instruction Manual
Box**

Overhead Projector



Item ID **A12602135474**

Lending Period **3 Weeks**

Peavey Portable PA System



Item ID..... A12603508214

Lending Period..... 3 Weeks

Contents

See Next Page

Notes

Kept in Storage Room
in Meeting Room 1

Peavey Portable PA System

Contents



Mixer



Speakers (2)



Speaker Stand Poles (2)



Tripod Stands (2)



Power Cord



Patch Cords (2)



Microphone Cords (2)



Microphone Brackets (2)



Microphones and Pouches (2 each)



Microphone Cords (2)



Cord

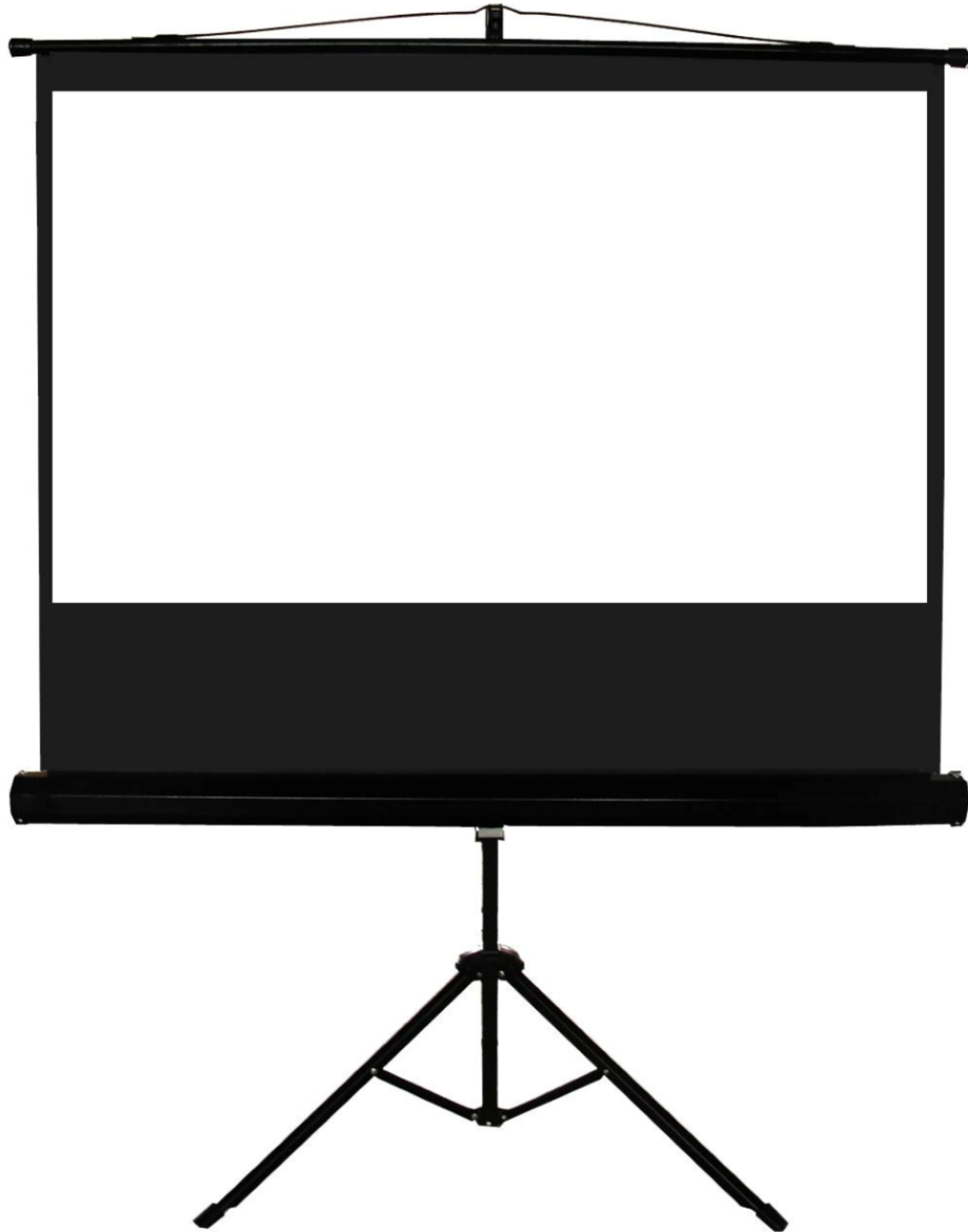


Cord

Carrying Cart



Portable Screen



Item ID A12603255308

Lending Period 3 Weeks

Contents

Screen with Stand

Lavalier Microphones



**Agreement Form not
required for
Checkout**

Item ID..... **A12603755293**

A12603755332

Lending Period..... **3 Weeks**

Contents

Microphone

Pouch

Extension Cord

Box

Adapter Cord

Instructions

Showmaven Green Screen



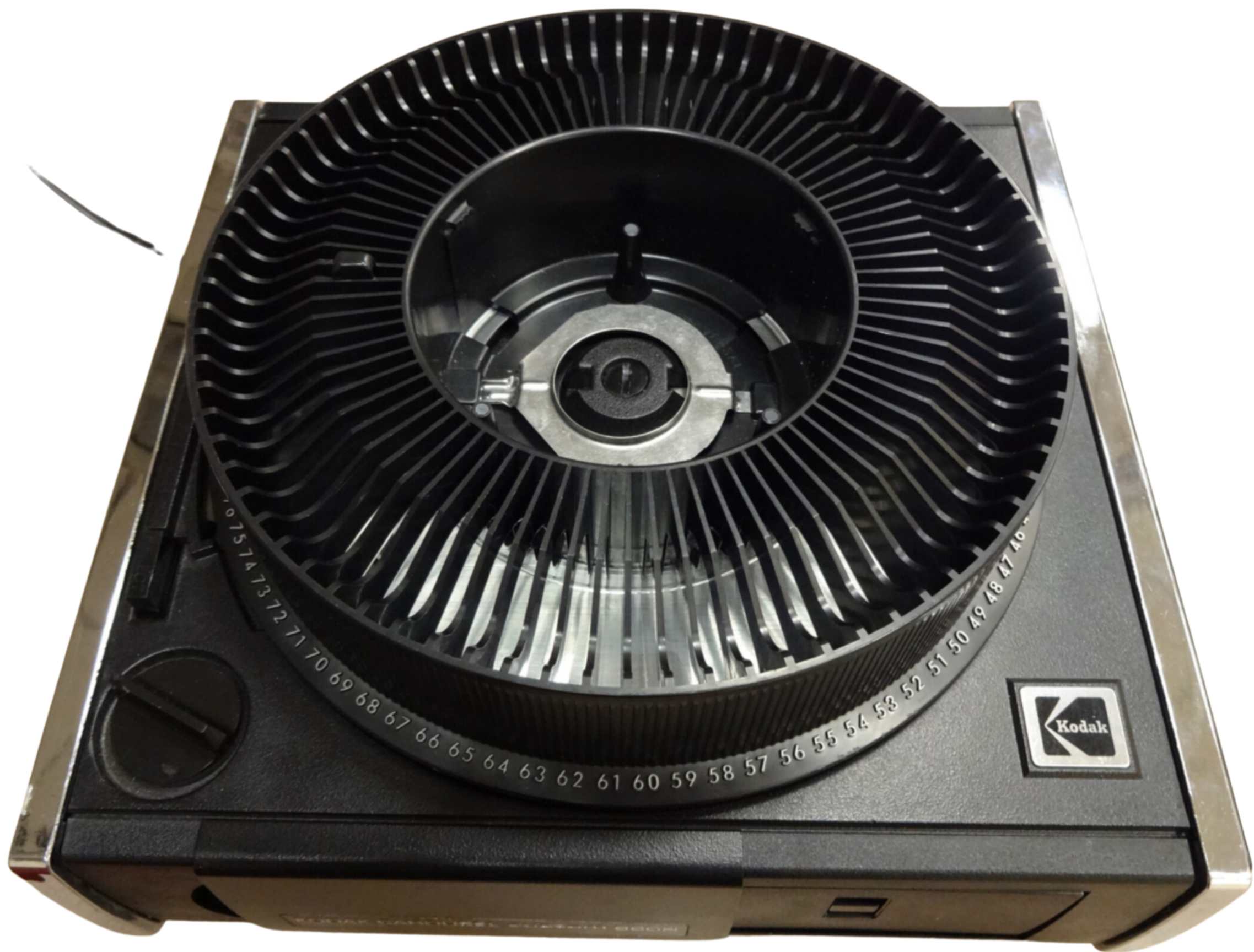
Item ID A12603743555

Lending Period 3 Weeks

Contents

Screen with Stand

Slide Projector



Item ID A12602267459

Lending Period 3 Weeks

Contents

See Next Page

Slide Projector

Contents



Controller



Microphone
with Cable



Cable



Lens

Vankyo Projector Screen



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

Vidpro Mini Condenser Microphone



Item ID.....A12603755455

Lending Period.....3 Weeks

Contents

Microphone
Instructions

Notes

Kept in a Hanging Bag

**Agreement Form not
required for Checkout**

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
- GoPro Camera: \$300.00
- HD Camcorder: \$450.00
- Canson Paper Show: \$200.00
- Portable PA System: \$400.00

Tablets & eReaders

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

Projectors & Screens

- BenQ Projector: \$379.00
- DBPower Projector: \$200.00
- iClever Projector: \$100.00
- Overhead Projector: \$180.00
- Slide Projector: \$150.00
- 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 any unpaid amount over \$25 will be referred to a collection agency. 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