

**Nintendo Switch Checkout**

Please check that all items are in the carrying case. Each item in the case is numbered and matches the corresponding list below:

1. Nintendo Switch Port
2. Charger Plug-in
3. Switch Screen
4. Blue Switch Controller
5. Red Switch Controller
6. Switch Controller
7. Joy-Con Wrist Strap
8. Joy-Con Wrist Strap
9. HDMI Cable
10. Nintendo Switch Instruction Booklet

These items are **NOT** to be left at the Book Drop. Leaving any of these items in the Book Drop will result in a $25 fine. Please confirm with library staff that all items are accounted for and in working condition before leaving the library. Failure to do so will cause patrons to lose the ability to checkout these items and a fine may be incurred.

**THANK YOU FOR BEING A PATRON AT OUR LIBRARY!**

Nintendo Switch Policy

The Taylorville Public Library lends the Nintendo Switch to Taylorville Public Library cardholders ages 16 years old or above, in good standing (no fines or overdue items and no history of a delinquent account.)

New card holders must establish a borrowing for 3 consecutive months with at least 3 checkouts.  If an individual has had a Library card from another IHLS or RAILS Library, the former Library will be contacted to see if the patron is in good standing and has an established borrowing record.

Switch checkout is limited to one per household for a period of 7 days, and will not be held on reserve. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.  The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data lost resulting from use of device.

## Staff Procedure

Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the Switch kit. The patron must sign the Library’s Nintendo Switch Agreement before the item can be checked out. Once returned, staff will confirm all pieces are present and working and will plug-in the Switch to be charged for the next patron.

## Agreement

Once a Nintendo Switch is checked out to me, it becomes my responsibility. Any changes in condition or content while in my care will be my responsibility.  I am responsible for damage, loss, or theft.  I should have a basic working knowledge of the device on checkout.  If any technical problems are encountered, I should return the device immediately to the Circulation Desk.

I understand devices must be returned to the Circulation Desk at least one (1) hour before the Library closes, and should never be returned in the book drop or to another Library.  Devices returned in the book drop will result in a $25 fine.  The Switch will be examined to ensure it has not been tampered with.  If damage to the device is discovered by Library staff, appropriate costs will be added to my account.  If the device needs to be replaced, patron will be charged the full replacement cost.

I understand and I agree that an overdue charge of $10 per day up to the full replacement cost will be charged for a Nintendo Switch that is not returned.  I further understand and agree that I am responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned.  If I fail to pay the replacement cost for a lost device, my borrowing privileges at the library will be canceled.  If devices are not returned in a timely manner, civil and criminal action will be taken.  Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

**Acknowledgement of Nintendo Switch Policy & Replacement Cost**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print full name), understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Taylorville Public Library in good working condition and free from damage.  I understand that if the Switch is not returned its wireless service will be discontinued and criminal action may be taken. The Nintendo Switch is checked-out for a period of 7 days.  Overdue charges are $10.00 per day.  I acknowledge that the Switch is NOT to be returned in the outside book drop, but must be returned to the Circulation Desk at least one (1) hour before the Library closes.  Devices returned in the book drop will result in a $25.00 fine.

Please fill out the following fields:

Patron: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_