









Tablet Loan and Learner Agreement

Name	
Address	
Telephone Number	
Email Address (Set-up at induction)	
Library card number	
Loan Date	
Agreed Return Date	
Method/Place of Return	

Model	
Serial Number	
Visual Inspection Before	Visual Inspection After
<p>Please indicate any damage. present.</p> <p>Please tick if</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  <p>Power supply</p>  <p>USB cable</p>  <p>Tablet cover</p> </div> </div>	<p>Please indicate any damage. present.</p> <p>Please tick if</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  <p>Power supply</p>  <p>USB cable</p>  <p>Tablet cover</p> </div> </div>
Notes	Notes
<p>Discovered issues – When the device is returned, it will be restored to factory settings</p>	

ELIGIBILITY

- You must be a current member of Lewisham Libraries to be eligible for the Loan Scheme.
- You must agree to the loan term set library staff and sign this learner agreement and fair use policy

YOUR RESPONSIBILITIES

- You are responsible for the equipment provided. This responsibility is non-transferrable.
- You must not loan or sell this tablet to anyone else.
- You must not use this tablet for any inappropriate or criminal activity.
- You must return the tablet at the end of the loan period or on request by Lewisham Libraries.
- You will adhere to the fair use policy and not go over your data allowance
- **You have signed the Internet usage policy**

LEARNING SESSIONS

- You must attend or complete online the six mandatory basic digital skills modules as set out in your learner agreement

APPS & USE

- You can install apps from the Google Play app store only.
- You must only use the user account identified to you during induction.
- The protective cover on the tablet must not be removed.

ACCESSORIES

- All tablets come with a charger and cable, and a protective case. These must be kept with the tablet at all times and returned at the end of the loan period.

TABLET NOT WORKING

- If the tablet stops working, Lewisham Libraries must be informed as soon as possible on the following telephone number: **#####** or email **#####@lewisham.gov.uk**
- Do NOT attempt to fix any hardware problems yourself as this could invalidate the warranty and leave you liable for damage/replacement costs.

LOSS, DAMAGE OR THEFT

- If the tablet is lost, accidentally damaged or stolen, Lewisham Libraries must be informed immediately on this telephone number: **#####**
- If the tablet has been stolen, you must first contact the police and obtain a Police Incident Number and then contact Lewisham Libraries with that number.

RETURNING THE TABLET

- Failure to return the equipment on time may result in the equipment being reported as stolen to the Police and recovery procedures being invoked.
- You must return all loaned equipment to a Lewisham Libraries staff member in person or by agreed intermediary so that the equipment can be inspected for any visible damage.

User Signature		Date (dd/mm/yy)	
Lewisham Libraries Staff Signature		Date (dd/mm/yy)	