



Samsung Galaxy Tab4 Circulation Policy

1. Patron must have a current Yorktown Public Library Adult library card and be in good standing (i.e. library record is not blocked due to unpaid fees or lost materials).
2. Each household is limited to checking out one Samsung Galaxy Tab4 device at a time.
3. Tablets must be returned to the circulation desk staff and not placed in the drop box.
4. Tablets are loaned for a 2 week period and are not renewable.
5. Overdue charges for tablets will be \$2 per day.
6. The library is not responsible for any liability, damages or expense resulting from the use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of the device. The library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
7. The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning tablets or who places the tablet in the book drop.

Replacement Charges:

1. Samsung Galaxy Tab4 7-inch Tablet (8GB) replacement fee is \$126.00.
2. Device carrying case replacement fee is \$20.00.
3. Device hard protective case replacement fee is \$20.00
4. USB with wall charger attachment replacement fee is \$10.00.
5. Overdue charges are \$2.00 per day.
6. Total replacement costs can be up to \$176.00 plus a \$10.00 collection service fee, in addition to any accrued late fees.

*See reverse side for creating a Google account and downloading Overdrive.

Signing in/Creating a Google Account:

If you have an active Google (Gmail) Account:

1. After checking out a tablet, the first screen you will see is a 'Got Google?' screen.
2. If you have a Google account (Gmail), click 'Yes'.
3. Sign in and you are ready to use the tablet.

If you do **not** have an active Google (Gmail) Account:

1. If you do not have a preexisting Google account, click 'No'. You will need a Google account to download any apps from the Play Store.
2. Click 'Get an account'. (You can click 'Not Now', but you will not be able to download apps without an account).
3. Follow the on-screen instructions to create a Gmail username and password.
4. Choose what Google services you would like. You can check or uncheck any service.
5. Click 'I accept' to finish creating your account.
6. If you are going to be purchasing apps, you can add a credit or debit card. Otherwise, skip this step.
7. The next screen will prompt you to create a Samsung account. You can follow this step or skip it.
8. The next screen will prompt you to create a Dropbox account. You can follow this step or skip it.
9. Click 'Finish'.
10. You are ready to use the tablet.



How to Download Overdrive:

1. Open Google Play Store on the tablet
2. Type 'Overdrive' into the search bar; the logo match the image above.
3. Click 'Install'.
4. When the app has finished installing, click 'Open'.

*For detailed instructions on downloading books from Overdrive, see the brochure included in this case.