

Specialty Checkouts

Quick Guide

From Your Library,
Step-by-Step

Check out laptops, projectors, WiFi,
telescopes, and more!



What You Need to Know Before Making a Reservation

- You must have a current email address to make a reservation.
- The minimum amount of time from now until you can pick up an available item is 4 days. The maximum amount of time a reservation can be made in advance is 90 days.
- You can reserve each type of item 2 times per month. If you cancel a reservation, it counts as one reservation toward your monthly total.
- To pick up your item, you must be at least 18 years of age, and have less than \$7.50 in fines on your library account. You can only check out items if you have a 'resident'-type library card.
- Checkout period maximum is 7 days. **There are no renewals or extensions.**
- Your item hold will expire 24 hours after your reserved pickup time. Your checkout time will be a maximum of 7 days from your reservation pickup date.
- Items must be checked in at the desk, or they will **not count** as returned. Please do not place these items in the book drop, they will **not be** considered to be returned. **Fines accrue daily** on overdue items, at \$20.00 per day.
- If you wish to reserve multiple items in one reservation, the same pickup time, date and location will be applied to all items in that reservation. Otherwise, you can place a separate reservation for each item.
- **The person making the reservation must be the one picking up the item. They must present a valid Photo ID when picking up the item.** Anyone can return the item, at the desk.

Visit <https://www.mylibrary.us/specialty-checkouts-libequip/>
Scroll down to the item type you want to reserve
Select your location

Reserve a laptop! Select Your Pickup Location

Branch Libraries	Member Libraries
Carbon Valley Regional Library	Eaton Library
Centennial Park Library	Fort Lupton Public School and Library
Erie Community Library	Glenn A. Jones, M.D. Memorial Library (Johnstown)
Farr Regional Library	Hudson Public Library
Lincoln Park Library	Nantes Library (No Saturday Pickups Available)
Riverside Library and Cultural Center	Northern Plains Public Library (Ault)
	Platteville Public Library (No Saturday Pickups Available)

Select an available (green) start date and time.

Below this, you will see some drop down options to change the date and time.

Select a time and click **Add to Cart & Checkout**

You will now be prompted to log in with your library card and PIN (PIN is usually the last four digits of your phone number).

If you can't remember your PIN, call us or reset it online.

High Plains Library District Specialty Checkouts Login

Please enter your Library Card Number and PIN below.

Library Card Number

PIN

Cookies must be enabled.
Browser Support: Chrome, Firefox, Safari, IE9-

Copyright 2007-2017 Springfield, LLC. All rights reserved. | Springfield privacy policy

Next, carefully read the terms and conditions of the contract and if you agree, hit **Continue** at the bottom of the page to complete your booking.

Next, select the location where you wish to pick up your item, and answer a few questions.


Pickup Location: *

Are you 18 years of age or older? * Yes, I am at least 18 years old
 No, I am under 18 years old

Do you have a resident or homebound library card? * Yes, I have a resident or homebound library card
 No, I do not have a resident or homebound library card or I'm not sure

Do you have photo identification? * Yes, I own an ID with a photo
 No, I do not own an ID with a photo

Booking Details

Item	Category	From	To
 Telescope	Telescopes	2/20/21 Tuesday, February 18, 2020	2/20/21 Tuesday, February 21, 2020

Single Checkout, Terms & Conditions
PLEASE PICK UP YOUR RESERVATION ON TIME.

You have reservations for 24 hours.
This reservation is subject to the following:
If it expires, it will remain a hold for 72 hours from Friday, 2/20/21 until the item is available at 10:00 am on Tuesday, 2/23/21. Your reservation is automatically cancelled 72 hours prior to the expiration date.
If you do not pick up your item by the expiration date, you will be charged a late fee.
Library Card
RIGHT TO CANCEL:
1. We pay over the age of 18.
2. Do you have been 18 or older for the last 12 months? You must be at least 18 years old.
3. Do you have a resident or homebound library card? If not, you must be at least 18 years old and have a valid driver's license, state-issued, and have a valid driver's license for the last 12 months.
4. Please bring your photo ID when you pick up your item.
5. Although we do not have a return policy, items may be returned to the library for a full refund. If you do not have a return policy, items may be returned to the library for a full refund.
TERMS AND CONDITIONS:
1. Using this service you are accepting all risks and releasing the High Plains Library District from any and every claim, demand or action of any kind arising out of or from the use of the service.
2. The library is not responsible for any damage to or loss of the item.
3. The library is not responsible for any damage to or loss of the item.
DISCLAIMER:
1. The library is not responsible for any damage to or loss of the item.
2. The library is not responsible for any damage to or loss of the item.
LIBRARY POLICY:
1. The library is not responsible for any damage to or loss of the item.
2. The library is not responsible for any damage to or loss of the item.
RELEASE, LIABILITY WAIVER AND HOLD HARMLESS STATEMENT:
I understand that there are certain risks involved with participating in the telescope checkout with the High Plains Library District. NEVER attempt to observe the sun through a telescope! Without a specially designed solar filter, viewing the sun - for even a fraction of a second - can cause instant, irreversible eye damage.
I HEREBY RELEASE, DISCHARGE AND AGREE TO HOLD HARMLESS THE High Plains Library District AND ITS OFFICERS, AGENTS, VOLUNTEERS, ASSISTANTS AND EMPLOYEES, from any and every claim, demand or action of any kind arising out of or from the use of the service, including but not limited to, death and/or property damage resulting from any incident which may occur to me as a result of participating in the telescope checkout. This RELEASE, LIABILITY WAIVER AND HOLD HARMLESS STATEMENT does not apply if such injury, death or damage is caused by willful or reckless actions or gross negligence of the High Plains Library District, or its officers, agents, volunteers, assistants or employees.
CHECKOUT:
2/20/21 Tuesday, February 18, 2020

Click **Submit my Booking** and your order will be complete.

That's it! You will see a booking confirmation message. It will also be emailed to you.

Canceling a Booking

To cancel a booking, use the **“To Cancel this Reservation”** link in your confirmation email. Reservations cannot be edited, but they can be cancelled.

Things to Remember

Your item hold will expire 24 hours after your pickup time. So if your pickup time is 10am Monday, your hold will expire at 9:59 am on Tuesday. You must pick it up by this time.

Your checkout time will be a maximum of 7 days from your reservation pickup date.

If you have any questions or need to speak with a human, call us at 1-888-861-7323.