

EAGER FREE PUBLIC LIBRARY

E-reader Borrowing Guidelines, Circulation Policy and Procedures, & E-Reader Borrowing Agreement

Checking Out:

- Adult Eager Free Public Library Cardholders in good standing (no fines) can check out an e-reader. Patrons may pay any fines at the time of check out.
- The term “e-reader” is used in our documentation to refer to any of the mobile electronic devices the Library has designated for the primary purpose of reading digital books and periodicals.
- The check out limit is one e-reader device per person at any given time. Under no circumstances will a patron be allowed to check out an e-reader for another person.
- The Eager Free Public Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning e-reader devices.
- A patron will need to complete an “E-reader Borrowing Agreement” acknowledging financial responsibility for lost and/or damaged equipment.
- E-readers can be checked out at the Eager Free Public Library Checkout Desk during regular library hours.
- E-readers are checked out for two (2) weeks. No renewals will be permitted. Holds for e-readers will be for three (3) days. At the end of the third day, the e-reader will go to the next patron.
- Once an e-reader is checked out to a patron, the e-reader becomes the responsibility of that patron, per the “E-reader Borrowing Agreement.”
- E-readers are preloaded with selections made by the Eager Free Public Library staff.
- Any data and/or documents saved to the e-reader by the patron during the loan period will be permanently erased upon return of the e-reader.

Checking In:

- The e-reader device must be handed to a Eager Free Public Library staff member by going to the Checkout Desk during regular library hours, due to the sensitivity of the e-reader devices.
- The Eager Free Public Library staff will perform an initial check that the e-reader and accessories appear to be in working order.
- The Circulation staff will do a complete check to ensure that all items have been returned and are working within a 24 hour time frame from drop off of device.

Fees and Liabilities:

- The patron is responsible for full replacement costs (market prices) of the e-reader and/or any of its parts if lost, stolen, damaged, or otherwise not returned at the designated due date.

- If any technical problems are encountered, the e-reader should be returned immediately to the Checkout Desk. **Do not attempt, repairs, adjustments, or alterations of any kind.**

Replacement Fees:

- E-reader: Current replacement costs or repair cost based on damage. If the particular e-reader model is no longer available for purchase, the patron will be assessed the costs of purchasing the next available model.
- E-reader Accessories: Current replacement costs.
- An E-reader not returned:
 - 24 hours late: The patron will be contacted by telephone and/or email.
 - 72 hours late: The patron will be contacted again by telephone and/or email.
 - 1 week late: The patron will be billed for the replacement (market prices) costs of the E-reader package.
 - The E-Reader late fee is \$1 per day.

Market Prices as of 4/11/2013

Kindle Paperwhite (no ads) - \$139
Charging adapter/cord - \$19

Nook Simple Touch with Glowlight - \$119
Charging adapter/cord - \$24.95 (sold together)

E-reader Borrowing Agreement

My signature below indicates that I have read the “E-reader Borrowing Agreement” and the “E-reader Borrowing Guidelines, Circulation Policy, and Procedures” and that I agree to abide by these conditions of use when checking out an e-reader from the Eager Free Public Library (this agreement needs to be signed only once and a copy will be retained at the library).

- I agree to accept full responsibility for the e-reader while it is checked out to me.
- I accept full financial liability for the e-reader and e-reader accessories, while it is in my possession.
- I agree to pay all costs associated with any damage to, loss of, or theft of the e-reader. I agree to not tamper with the e-reader, e-reader accessories, or attach any equipment not designed for use with the e-reader.
- I acknowledge that the e-reader is to be returned to the hands of a member of the Eager Free Public Library staff by going to the Eager Free Public Library Checkout Desk. **I WILL NOT USE THE DROPBOX.**
- I acknowledge that a copy of this signed agreement will be kept at the Checkout Desk of the Eager Free Public Library.
- An E-reader not returned:
 - 24 hours late: The patron will be contacted by telephone and/or email.
 - 72 hours late: The patron will be contacted again by telephone and/or email.
 - 1 week late: The patron will be billed for the replacement (market prices) costs of the e-reader package.
 - The E-reader late fee is \$1 per day.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing any e-readers in the future.

Name: _____

Address: _____

City: _____ Zip: _____

Library Card Number: _____

Phone Number: _____ Date: _____

Signature: _____

Staff Initials: _____