

**Effective Date:** September 2012

### **eReader and Tablet Circulation Policy & Procedure**

1. eReaders and tablets can be checked out by any adult user (18+) with a library card in good standing.
2. The user must read the eReader and Tablet Circulation Policy and sign the eReader / Tablet User Agreement Contract before checking out an eReader or tablet.
3. The user must sign the eReader / Tablet User Agreement Contract when checking in the device.
4. eReaders and tablets circulate for 3 weeks.
5. There is no renewal.
6. Overdue charges of \$2.00 per day will be assessed for late return of an eReader or tablet.
7. In order to allow the greatest number of users to try out a device, users will be limited to one eReader or tablet circulation per household at one time.
8. eReaders and tablets will be preloaded with books which are selected by the Library.
9. eReaders and tablets will be available for holds.
10. The user is responsible for replacement of lost or damaged eReaders and tablets, parts and accessories while checked out to them. See Replacement Cost Schedule below. If a user fails to return the eReader or tablet and does not pay replacement costs, the library will consider it stolen and pursue criminal charges.

### **Returns**

1. eReaders and tablets must be returned to the staff at the Information Desk and user will wait until staff member checks in the eReader or tablet.
2. eReaders and tablets ARE NOT to be left unattended on the Information Desk. User will wait until library staff check that the device, parts and accessories are in working order.
3. Upon return, user will sign the initial eReader / Tablet User Agreement indicating that the eReader or tablet was returned in working order.
4. eReaders and tablets MAY NOT be returned to any other public library or the Book Drop. If the eReader is returned in the book drop box or any other library, a \$10.00 charge will be added to the user's account and they will be barred from borrowing the eReader or tablet again. If it is returned to the Book Drop and is deemed damaged by the library staff, damage fees will be added onto that user's account according to the Replacement Cost Schedule below.
5. Users should report any technical or physical issues with the device, parts or accessories immediately to the Library Staff or fees may be assessed to the user's account according to the Replacement Cost Schedule below.
6. Users should not let anyone else borrow the eReader or tablet or allow children to play with the device without supervision. Be cautious with eReaders and tablets and keep them safe from water or being dropped.
7. eReaders and tablets must be fully charged before returning the device to the library so they can be checked for damages upon their return.

**Replacement Cost/Charges**

The user is responsible for replacement of lost or damaged eReaders or tablets, parts and accessories. Replacement charges are as follows:

Amazon Kindle Fire 7", WiFi – device only: \$250

Amazon Kindle Fire Wall Charger: \$25

Amazon Kindle Fire USB Charger: \$25

Amazon Kindle Fire – loss of entire kit: \$300

B&N Nook Color – device only: \$200

B&N Nook Classic – device only: \$150

B&N Nook miniUSB/Power Plug adapter: \$25

B&N Nook USB 2.0 Cable: \$15

B&N Nook Instruction booklet/Quick Start Guide: \$5

B&N Nook Color – loss of entire kit: \$245

B&N Nook Classic – loss of entire kit: \$195

iPad – device only: \$499

iPad – case only: \$39

iPad – USB cable: \$15

iPad – Power Adapter: \$15

iPad – loss of entire kit: \$568

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 loss resulting from use of 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.

**Adopted:** September 2012

**Revised:** April 2015

**Reviewed:**

## eReader / Tablet User Agreement

### Check out

#### Acknowledgement of eReader and Tablet Circulation Policy and Replacement Cost

I, \_\_\_\_\_, check-out

\_\_\_\_\_ [device Item#]

User address & phone #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date checked-out

### Check - In

\_\_\_\_\_ [device Item#]

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date returned

- Checked device
- Check parts
- Checked accessories