

## e-Readers draft Policy

Due to the generosity of the Friends of the Athol Public Library, APL Adult patrons may check out one of our new e-Readers. These are electronic devices that display and allow easy reading of books in digital format. The APL offers both the Nook and Kindle.

### **e-Reader Policy:**

- It is the policy of the Athol Public Library (APL) to lend e-Readers to all eligible library patrons.
- Eligible patrons are defined as those adults and young adults possessing a library record in good standing (no fines or billed items, and up-to-date contact information). This includes new patrons.
- Patrons under 18 must have parent or guardian sign consent on this form.
- e-Readers may be borrowed for a 3-week period, with no renewals.
- e-Readers are subject to replacement costs (See next page) if the device is:
  - returned with damage that renders it inoperable.
  - not returned 1 week beyond the loan period.
- An e-Reader Loan Agreement (please see below) must be read and signed by the borrower before the device is checked out for the first time.
- e-Reader check out is limited to 1 per household.

### **The e-Reader will not be checked in if:**

- any parts of the kit are missing. Please consult each kit's checklist.
- any damage or tampering is assessed (including any consequence of misuse, accident, modification, attempts to access internal parts, removal of labels, keys, or equipment components.)

The equipment remains the property of APL. The borrower is responsible to safeguard and protect the device against damage and loss throughout the loan period.

### **Borrowing Rules**

- Patron must have a current Adult or Young Adult library card in good standing from the Athol Public Library.
- Patron must present APL card *and* a photo id when picking up the e-reader.
- Patrons under 18 who do not have ID may still borrow, providing they have parent's permission, library card, and can confirm address and telephone number. Parent must sign this form.
- Patron must complete the e-reader borrowing contract (see below).
- The e-Reader **must be checked out and returned at the Athol Public Library Adult Circulation Desk and handed directly to a staff person** to check in.
- The e-Reader **may not** be returned to another library, nor placed in the book or media drop outside.
- To reserve an e-Reader, sign up on the waiting list at the Athol Public Library Adult Circulation Desk. Specify which e-Reader (Nook or Kindle) you want. e-Readers cannot be reserved nor circulated through inter-library loan.
- The e-Reader will be checked for functionality and accessories before being removed from the patron record.
- Due to the demand, the e-Reader must be picked up from the library within two business days.
- E-Readers are loaned for 3 weeks and are not renewable.
- E-Readers cannot be "Claimed Returned."

- If overdue, the fee is **\$1 per day per piece** with no maximum limit. (Example: If one day overdue, the charge will be \$6, as there are 6 pieces.)
- Any purchases made by patrons are patron's sole financial responsibility.

### Replacement Charges

The patron is responsible for replacement or lost or damaged e-Readers, parts and accessories. Replacement charges are as follows (prices include processing fee):

- Kindle: \$150
- B&N Nook Simple Touch: \$150
- BookCover: \$30
- miniUSB/Power Plug adapter: \$10
- USB 2.0 Cable: \$5
- Instruction booklet/Quick Start Guide : \$5
- Battery: \$50

### Downloads

- The e-Readers are pre-loaded with some titles for readers to enjoy.
- Patrons may load free eBook titles borrowed from Overdrive onto the e-Reader.
- Any purchases made by the patron are the patron's sole financial responsibility.
- Patrons may download books only. No other media are permitted (i.e. magazines, newspapers, audio files).
- An instruction pamphlet is available at the upstairs circulation desk.

### Policies

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. 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.

### Agreement

I have **read** and **understand** the above policies and **agree to abide** by them.

Patron Name: \_\_\_\_\_

Patron Signature: \_\_\_\_\_

Parent Signature (if patron is under 18): \_\_\_\_\_

Email: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

[Revisions proposed 10/10/11]