

ITEM NUMBER: 10.14 a-b
CHAPTER 10: Circulation
CODE: Policy
COMPUTER ID: CIBPR-7

Title: E-Reader Checkout Policy and Patron Agreement
Effective Date: 12/19/2011
Authorized By: Library Director
Date of Last Revision: 12/19/2011

Marathon County Public Library e-reader checkout Policy and Patron agreement

The Marathon County Public Library makes e-reader devices available for checkout mainly as a demonstration unit for library users to try out. We have preloaded a variety of titles so that you can see what reading a book on an e-reader is like. You will only have access to our preloaded materials.

- You must have a valid MCPL (or V-CAT) library card in good standing (fines under \$10.00).
- Each time, before checking out an e-reader, you will need to sign a copy of the MCPL e-reader checkout policy and patron agreement.
- You must show library card AND your current government-issued photo ID (drivers license, state ID, passport, etc.) each time you check out an e-reader device. For children under the age of 18, a parent/guardian must accompany the child to sign the agreement and check out the e-reader.
- Overdue fines of \$1.00 a day will be applied to your account if not returned by the due date.
- E-reader devices will circulate for 14 days, and can be renewed up to 2 times for 14 days if there are no holds for another customer on the device.
- I understand that e-reader devices must be returned inside the library, to a **staff person**, at the same location and same desk as where I checked-out the device. If I return the device to either an indoor or outdoor book drop, I will be charged a minimum of \$25.00 for unnecessary risk to the device.
- Return all parts of the device (the device, the USB cable, the plug, the protective cover) that are contained in the plastic box, including the box itself. Any missing items may result in charges to be determined by library staff.
- If you make notes, create bookmarks, log-in to a password protected Wi-Fi spot, link your email or social network account, you are responsible for deleting your information from the device before return. DO NOT erase or deregister the device. If the library's registration is disturbed by a user, the charge to the user will be a minimum of \$25.00 to be determined by library staff.

ITEM NUMBER: 10.14 b

- Use only the provided power adapter and cable for charging. Please return your e-reader charged to at least 75%power.
- Do NOT download/buy additional books or apps on the e-reader. Do NOT archive or delete books or apps from the device. If the library's content is disturbed by a user, the charge to the user will be a minimum of \$25.00 to be determined by library staff.
- Do NOT connect the e-reader to your personal computer or laptop.
- Do NOT change security settings.

I understand that the device will be inspected for condition and content before and after customer use. Any changes in condition or content while in the customer's care will be the customer's responsibility. The customer is responsible for damage, loss or theft and added content. Costs will vary depending on the device and must be paid immediately.

By signing this document, I verify that I have read and understand the e-reader checkout policy and patron agreement. _____ (initials)

By signing this document, I acknowledge that I am financially responsible for the e-reader and its accessories and acknowledge that I may be held criminally responsible for theft if the e-reader is not returned. _____ (initials)

*You will need to sign this agreement each time you checkout an e-reader device.

Name (please print):

Library Card Number:

Government-Issued Photo ID:

Signature:
