

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

Title:	E-Reader Checkout Policy and Patron Agreement
Effective Date:	11-2018
Authorized By:	Library Director
Date of Last Revision:	02-2024

Marathon County Public Library E-Reader Checkout Policy and Patron Agreement

- Patrons must have a valid MCPL (or V-CAT) library card in good standing (see Policy 10.10 a-c for definition of good standing).
- Before checking out an e-reader for the first time, patrons must sign a copy of the MCPL E-Reader Policy and Patron Agreement, which will be kept on file.
- Patrons must be 18 years old or older.
- The patron must show library card AND current government-issued photo ID (driver's license, state ID, passport, etc.) each time they check out an e-reader device.
- Overdue fines of \$1.00 a day will be applied to the account if not returned by the due date.
- E-reader devices will circulate for 14 days, and can be renewed up to two times for 14 days if there are no holds for another patron on the device.
- The patron understands that e-reader devices must be returned inside the library, to a **staff person**, at the same location and same desk as where the item was checked out. If the device is returned to either an indoor or outdoor book drop, the patron will be charged a minimum of \$25.00 for unnecessary risk to the device.
- Return all parts of the device that are contained in the plastic box, including the box itself.
 - E-Reader: the E-reader, the USB cable, the charger and protective cover.
- Any missing items may result in charges to be determined by library staff.
- Use only the provided power adapter and cable for charging.
- If the patron makes notes, creates bookmarks, logs into a password protected Wi-Fi spot, link their email or social network account, they are responsible for deleting their 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.

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- 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 patron will be a minimum of \$25.00 to be determined by library staff.
- DO NOT connect the e-reader to a personal computer or laptop.
- DO NOT change security settings.

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Name (please print):

I understand that the device will be inspected for condition and content before and after patron use. Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron 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 accessories and acknowledge that I may be held criminally responsible for theft if the e-reader is not returned. _____ (initials)

Signature:

Library Card Number:
