



## 6.16.1 e-Reader Lending Policy (Policy Accepted by Resolution LB2017-18, March 14, 2017)

What is needed to borrow an e-reader?

- An e-Reader may be checked out by a Spanish Public Library card holder and be in good standing (no outstanding fines, fees or overdue items) with the library. Photo ID and Proof of current address (if not on photo ID) must be provided.
- The user must sign an **eReader Borrower's Agreement Form**. Patrons under 18 years of age must have a parent or guardian with them to sign out the e-reader.

Loan Period

- An e-Reader can be checked out for 21 days
- E-Reader's must be handed directly to staff when returned. **DO NOT RETURN IN THE BOOK DROP** as this may result in damage and the borrower paying the full replacement cost of the device.
- E-Readers can be renewed if there are no holds or a waiting list for them.

Fines

- Overdue fine for e-Readers is \$5.00 per day.
- If an e-Reader is more than 30 days overdue, or is returned damaged, the patron will be charged the replacement cost, which will include the cost of the e-Reader, the cover and the cord. The reason for this being that the library may not be able to replace the e-Reader with the same type.
- If the cover and/or cord are not returned, the appropriate replacement fees will be charged.
- Patrons may not register the e-Reader with a credit card to purchase items. Also, depending on the brand, patrons must not register the device with Amazon (Kindle) or Kobobooks (Kobo reader) online. Failure to adhere to this policy will result in a non-negotiable \$50 fine to cover staff time in communicating with the vendor and re-setting the device registration.

Security

- The e-Reader may not be loaned to anyone else besides the borrower who signs the agreement.
- Please treat the e-Reader with care, keeping it safe from liquids and from being dropped. Do not attempt to clean the e-Reader with any chemicals or liquid.
- Tampering with the security features of the e-reader is prohibited and may result in suspension of e-reader borrowing privileges or payment for damages/replacement. Tampering includes, but is not limited to: hacking, cracking or modifications of any sort.