

**Carthage Public Library District**  
**E-Reader Lending Policy: User Agreement**  
**Adopted 11/12/2012 – Revised 10/21/2013**

E-readers are loaned only to established Carthage Public Library patrons, i.e. those who have had a library card with the Carthage Public Library District three months or longer and are in good standing (no lost items or unpaid fines on any of the family member's cards). They are not loaned to reciprocal patrons or through InterLibrary Loan.

Only adult patrons, 18 years and older, may check out e-readers.

Only one e-reader may be checked out per household at any given time.

Patrons must sign a users' agreement (See reverse of this page).

Library staff will make a reasonable effort to honor requests to reserve an e-reader for use on a specific date. However, the library is not responsible for unfilled reservations in the event that the e-reader is not returned on time by the previous patron.

The default lending period is two weeks; however, the patron may request a longer "vacation loan" at the time of checkout. There are no renewals. However, when returning the e-reader, the patron may check it out again for another two weeks if there is no waiting list for it.

Overdue fines will be assessed at \$1.00 per day.

E-readers should not to be returned in the outside book drop. They must be brought into the library and given to a staff member (not left on the counter or placed in the inside book drop). A staff member will check in the e-reader, ensure that it is still in good working order, and return the patron's deposit.

Some books have been pre-loaded onto the e-readers. If patrons wish to checkout titles from ADML to use on the e-reader, this must be done at the library with staff assistance. Although it is not encouraged, it is possible for patrons to purchase a title (from Amazon) to read on the e-reader. Purchases must also be done at the library with staff assistance, and the patron must have a credit card. These titles then become the property of the Carthage Public Library and will remain on the e-reader.

No games are to be loaded onto the library's e-readers.

As per directive from the Grant that provided the Kindles, patrons with limited vision receive first priority for the use of the e-readers. After those patrons have been served, e-readers may be loaned to other patrons.

## Users' Agreement

Patron is responsible for the safe-keeping and return of the e-reader and accessories to the library in good working order. The library is not responsible for any costs incurred while the patron is using the e-reader. Damages and/or missing items are the responsibility of the patron. The library is not responsible for downloaded content on the device.

The e-reader is an electronic device and should be handled with care. Please follow these precautions:

- Do not expose the e-reader to extreme temperatures (example: leaving it in a car when it is very hot or very cold outside).
- Keep the e-reader away from water, drinks, and food.
- Wash your hands before use.
- Protect the screen from scratches.
- Be careful how and where you carry/pack it.
- Only use your finger or a stylus designed for e-readers to use the touch screen. If necessary, you may wipe the screen with a soft cloth but refrain from using any cleaners containing alcohol or from spraying cleaners directly on the e-reader.
- Keep the e-reader away from other electronic devices, especially cell phones or other items which have magnetic fields.
- Refrain from dropping the device.

Although the Kindle Touch is equipped with Wireless and 3G Internet access, this access is only needed for loading books. (It is not possible to surf the Net, or check e-mail or Facebook, on the Kindle Touch.) Therefore, to save battery life, the Wireless feature should remain turned off at all times.

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If the e-reader or any accessories (USB cord for charging, case) are lost, stolen, or damaged, I agree to pay the full cost of repair or replacement: \$125 for the Kindle and book titles loaded onto it, \$10 for the USB cord, and \$25 for the case, for a total of \$160.00.

I have read and understand the above policy and instructions and agree to them.

Patron name (printed): \_\_\_\_\_

Patron signature: \_\_\_\_\_

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

Check-Out E-reader Number: \_\_\_\_\_ Date Due: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

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Return: Date \_\_\_\_\_ E-reader \_\_\_\_ Cord \_\_\_\_ Case \_\_\_\_ Condition assessed \_\_\_\_\_

Checked in on comp \_\_\_\_\_ Fines paid \_\_\_\_ Staff initials \_\_\_\_\_