

## **Baker Free Library E-Reader Lending Policy**

1. A Kindle or Nook can be checked out by a Baker Free Library card holder who is 18 years of age or older AND in good standing (no outstanding fines, fees, or overdue items). The patron must present current proof of address (i.e., a driver's license or current utility bill) and sign a new Lending Policy and Agreement each time an e-Reader is borrowed. Only one e-Reader may be borrowed at a time by an individual patron.
2. An e-Reader can be checked out for a maximum of two weeks and must be handed directly to library staff when returned. **DO NOT** place the e-Reader in the library's book or CD/DVD drops or leave it unattended at the library's circulation desk. If an e-Reader is returned using the library's book or CD/DVD drops, the patron will be charged a \$25 fee for unnecessary risk to the device.
3. E-Readers cannot be renewed. If there isn't a waiting list for an e-Reader upon return, the returning patron may re-check out the device (with new agreement signed) after staff have conducted the full check-in process.
4. The overdue fine for any e-Reader is \$5.00 per day, with a maximum fine of \$100.
5. If an e-Reader is more than 30 days overdue, or is returned damaged, the patron will be charged \$150 for the e-Reader, \$30 for the cover, and \$20 for the cord, for a total of \$200 (this is due to the probability that the library will not be able to purchase the same type of e-Reader as a replacement, which would necessitate a new cover and cord). If only the cord is lost, then the patron will be charged \$20 to replace the cord. If only the cover is damaged, the patron will be charged \$30 to replace the cover.
6. **Patrons may not register the Nook at Barnes and Noble online or the Kindle at Amazon.com with a personal credit card to purchase items. *Only items loaded at the library, by library staff, may be added to the library e-Readers.* 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.**
7. If a patron wishes to checkout eBooks from the NH Downloadable Books Consortium or from a free eBooks site such as Project Gutenberg or Google Books while borrowing an e-Reader, the titles must be loaded by a librarian in order to preserve the device registration. **The patron must make an appointment with a library staff person in order to have additional titles added to the device.**

List of titles downloaded to device per patron request:

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### **These items will be deleted from the e-Reader by library staff at check-in.**

8. The e-Reader may not be loaned to anyone else besides the borrower who signs the agreement on the other side of this policy. **Do not allow children to play with this device.**
9. Please treat the e-Reader with care, keeping it safe from liquids and from being dropped. For the Nook, the case should be left on the device at all times. Do not attempt to clean the eReader with any chemicals or liquid.

**Baker Free Library  
E-Reader Lending Agreement**

I, \_\_\_\_\_, take full responsibility for the e-Reader I am checking out. The replacement cost of the e-Reader, protective case, USB cord, and charging plug is \$200 if the device is lost, stolen, or broken while in my care. I will pay the replacement fee of \$200 if I fail to return the device within 30 days of the original due date, or if I return it in unusable condition (to be determined by the library director).

I agree that the device is in working order at the time I am checking it out. **I agree to the Baker Free Library E-Reader Lending Policy (on the back of this form).**

I agree to pay a \$5.00 per day overdue fine if I return the e-Reader after the due date (maximum fine \$100). Accrued fines will not be waived by library staff for any reason. If the device is more than 30 days overdue and I do not return it, I understand that I will be held responsible for the \$200 cost to replace the device.

**I understand that the e-Reader must be returned inside the library directly to a library staff member, during regular library hours.** The device may not be returned in the book drop box or CD/DVD drop box. If I return the device in a drop box, I will be charged a \$25 fee for unnecessary risk to the device.

\_\_\_\_\_  
Signature of Patron & Patron library card number

\_\_\_\_\_  
Checkout Date

**STAFF USE ONLY**

**Checkout:**

Staff member name: \_\_\_\_\_ Time: \_\_\_\_\_

Device       Kindle       Nook      Material # \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Reader is functional/No damage | <input type="checkbox"/> Reader settings are correct*                     |
| <input type="checkbox"/> Reader is charged*             | <input type="checkbox"/> Protective cover is on device                    |
| <input type="checkbox"/> USB Cord and Plug are included | <input type="checkbox"/> Copy of patron's license attached to agreement   |
| <input type="checkbox"/> Patron contact info confirmed  | <input type="checkbox"/> Copy of this completed agreement given to patron |

**Check in:**

Staff member name: \_\_\_\_\_ Time: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Reader is functional/no damage              | <input type="checkbox"/> Additional titles have been deleted*             |
| <input type="checkbox"/> Checked reader settings/device registration | <input type="checkbox"/> Protective cover is on device                    |
| <input type="checkbox"/> USB Cord and Plug are included              | <input type="checkbox"/> Reader returned directly to library staff member |

\$ \_\_\_\_\_ late fine recorded in Apollo or paid (circle)      \$25 book drop fee recorded in Apollo or paid (circle)

Damage noted:

\*see Staff Procedures