

Nauvoo Public Library District
E-Reader Lending Policy: User Agreement

E-readers are loaned only to established Nauvoo Public Library patrons, i.e. those who have a library card with the Nauvoo Public Library and are in good standing (no lost items or unpaid fines on the card). 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. There are no renewals, unless when returning the e-reader, there are no other patrons on the waiting list.

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

E-readers should not be returned through the front door slot. They must be brought into the library and given to a staff member. A staff member will check in the e-reader and ensure that it is still in good working order.

Patrons are allowed to download books onto the e-reader by following the instructions included with the e-reader. They will be required to log in to Nauvoo Public Library's Kindle Amazon account. DO NOT use this account for personal purchases.

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

Approved on 2/20/17

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.

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: \$120 for the Kindle and book titles loaded onto it, \$10 for the USB cord, and \$40 for the case, for a total of \$170.00.

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 (Kindle or 2nd Kindle): _____ Date Due: _____ Staff Initials: _____

Return: Date _____ E-reader ____ Cord ____ Case ____ Condition assessed _____

Staff initials _____