

# Jesse M. Smith Memorial Library

## E-Reader Borrowing Policy and Agreement

Approved by the Library Board of Trustees 12/08/2016

The Jesse M. Smith Memorial Library makes eReaders and tablets available for public use in order to give easier access to eBooks and other electronic formats. The purpose of this policy is to outline the guidelines and conditions that must be agreed upon in order to borrow a device.

### Borrowing Terms and Conditions

- Borrowers must present a valid Photo ID, and have an Ocean State library card with outstanding fees not exceeding \$5.00.
- Borrowers must read, sign, and agree with the terms and conditions of this policy the first time they borrow a device.
- Borrowers under the age of 16 must have a parent or guardian present in order to borrow a device.
- Borrowers may not check out more than one (1) of the devices available.
- Altering or removing the software available on the device is prohibited.
- The patron is responsible for ensuring that all of the components and accessories included with the device are returned and are in working condition.

### Loan Details

- Devices can be borrowed for a maximum of 21 days and may not be renewed.
- Holds cannot be placed on devices, or requested to be sent to another library. However, a device may be set aside if a call to the library is made in advance and is picked up the same business day.
- Devices must be returned to the Circulation Desk at the Jesse M. Smith Memorial Library.  
**DO NOT return the device to another library or leave in the bookdrop.**

### Fines and Liability

- Late fees for devices are accrued at the rate of \$5.00 per day (Maximum \$30.00).
- Replacement fees for lost or damaged materials is as follows:

<b>eReader</b>	<b>\$120.00</b>
<b>iPad Mini</b>	<b>\$200.00</b>
<b>Charging Cord</b>	<b>\$20.00</b>
<b>Carrying Pouch</b>	<b>\$20.00</b>

### Agreement

I agree to abide by the E-Reader policies and guidelines of the Jesse M. Smith Memorial Library and hold responsible for the care and appropriate usage of the device.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_