



## eREADER LENDING POLICY

Adopted Date: March 2012

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### Statement of Purpose

The Wainfleet Township Public Library makes eReaders available to library card holders to assist in their enjoyment of library collection materials. eReaders are provided according to availability.

### The following rules and regulations apply:

1. eReaders may be borrowed by patrons who are 18 years of age or older. No current fines or overdues on account. No history of repeatedly losing and replacing items. Must sign a copy of the "eReader Borrower's Agreement" at the time of check-out.
2. The loan period is 2 weeks.
3. eReaders may be reserved by placing a hold on the item in the library's online catalogue or asking Circulation Desk Staff to place a hold.
4. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure.
5. Patrons agree to download only the library overdrive-owned collection materials to the eReaders. Patrons may not download any illegal or unauthorized materials.
6. Very limited technical support is available from library staff and only during the library's hours of operation. Users attest that they have basic familiarity and comfort with the equipment they will be using.
7. eReaders must be returned in person. Patrons are advised to wait at the library until the equipment is checked and the library staff person confirms that all equipment has been returned and is in satisfactory condition. eReaders may **NOT** be returned using the book drop.
8. Fines of \$5.00 per day will apply if the eReader is not returned by the due date.

9. The patron assumes full responsibility for the cost of repair or replacement in the event that the eReader is lost, stolen, or damaged.
10. Upon return of the eReader, it will be checked and reset to factory settings. The Library is not responsible for any lost items.

## Wainfleet Township Public Library's eReader Borrower's Agreement

Every person borrowing an eReader must provide a current Library card in good standing.

**Borrowers of the Library's eReaders agree to the following:**

1. If any component of the eReader package is **lost or damaged** (Sony eReader, USB charge cable, leather case) the borrower is responsible for the **full replacement cost** of that item per the list below:
  - eReader - \$160.00 plus taxes
  - Leather cover - \$39.00 plus taxes
  - USB cable - \$20.00 plus taxes
  - Processing fee - \$5.00
  
2. The eReader package must be **returned directly to a staff member at the Library, during Library hours of operation.** eReader packages may not be placed in book drop after hours.
  
3. The Library charges:
  - Overdues \$5 per day.
  - \$5 Processing fee if books deleted from the Sony eReader
  - Damage or replacement fees per the chart above.
  
4. Collection of fines: Borrowers who fail to pay fees charged for lost or damaged items should be aware that **their account may be sent to a Collection Agency.**

**Name of Borrower:** \_\_\_\_\_

**Library Card Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Staff Signature Check-out:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **eReader Barcode:** \_\_\_\_\_

	Loaned Out	Returned
eReader present	Yes / No	Yes / No
Cover present	Yes / No	Yes / No
USB cable present	Yes / No	Yes / No
Damages to any components	Yes / No	Yes / No
If there are damages, please describe:		

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**Date Returned:** \_\_\_\_\_

**Staff Signature Check-In:** \_\_\_\_\_