



PETERSBURGH PUBLIC LIBRARY EREADER AND PLAYAWAY POLICY

POLICY:

1. An e-Reader or Playaway can be checked out by a Petersburgh Public 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. A maximum of 3 Playaways may be borrowed at a time by an individual patron, but additional units may be borrowed at the discretion of the Library Director based on circumstance.

2. An e-Reader or Playaway can be checked out for a maximum of 14 days 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 or Playaway device is returned using the library's book or CD/DVD drops, the patron will be charged a \$25 fee per device for unnecessary risk to the device.

3. E-Readers and Playaways cannot be renewed. If there isn't a waiting list for an e-Reader or Playaway 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 \$2.00 per day, with a maximum fine of \$100.

5. If an e-Reader is more than 30 days overdue, or is returned damaged, the device will be considered lost and 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. If a Playaway is more than 30 days overdue, or is returned damaged, the device will be considered lost and patron will be charged \$150 for the Playaway, \$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 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 Overdrive ebooks system 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:

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

8. The e-Reader or Playaway may not be loaned to anyone else besides the borrower who signs the agreement on the other side of this policy. Parental supervision is required if children are using the device(s).

9. Please treat the e-Reader or Playaway with care, keeping it safe from liquids and from being dropped. For the eReader, the case should be left on the device at all times. Do not attempt to clean the devices with any chemicals or liquid.

APPROVED DATE:

ADOPTED DATE:

REVISED DATE: December 5, 2018

Petersburgh Public Library E-Reader Lending Agreement

I, _____, take full responsibility for the e-Reader or Playaway(s) 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. The replacement cost of the Playaway, 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 Petersburg Public Library E-Reader Lending Policy (on the back of this form).

I agree to pay a \$2.00 per day overdue fine if I return the device 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 as outlined in the policy.

I understand that the e-Reader or Playaway(s) 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: Nook Playaway(s) Title(s) _____

- Reader is functional/No damage
- Reader is charged
- USB Cord and Plug are included
- Patron contact info confirmed
- Reader settings are correct
- Protective cover is on device
- Copy of patron’s license attached to agreement
- Copy of this completed agreement given to patron

Check in:

Staff member name: _____ Time: _____

- Reader is functional/no damage
- Checked reader settings/device registration
- USB Cord and Plug are included
- Additional titles have been deleted
- Protective cover is on device
- Reader returned directly to library staff member

\$ _____ late fine recorded in (circle one)	Sierra	Paid	N/A
\$ <u>25.00</u> book drop fee recorded in (circle one)	Sierra	Paid	N/A

Damage noted: