

For Little Falls Public Library eReader Devices: eReader Borrowing Policy

Borrower must have a **valid PALS Plus library card**.

Borrower **must be 18 years or older** to check out eReaders.

A **valid Picture ID** will be required at checkout along with a PALS Plus library card.

Before checkout, patrons must sign a ***Borrowing Agreement Form*** acknowledging financial responsibility for lost or damaged equipment, and acknowledge that the equipment they receive is fully functioning, undamaged and that all parts are included. The patron is responsible for fully inspecting the equipment and pointing out any issues to staff at the point of checkout. The patron is responsible for any missing or damaged parts upon return.

A patron with any current fines, missing or overdue items will not be allowed to take out eReaders. Staff retains the right to decide whether to checkout our eReaders to patrons based on fines and previous material history (lost /damaged /claims returned).

eReaders will be lent for two weeks with **no renewals**. Patrons must wait a minimum of three hours, to allow us to re-charge the device, before they can check it out again.

Staff may place a hold for patrons on one eReader at a time.

Fines for overdue eReaders will be \$1 per day. eReaders **must** be returned in person to staff at the circulation desk and ***not*** in the drop-box. There is a \$5 fine for returning eReaders in the drop-box. If an eReader is returned in the drop-box and destroyed, the patron will be charged ***both*** the replacement fee and the drop-box fine.

eReaders can **only** be checked-out from the circulation desk. They will **never** be sent in transit.

eReaders must be returned in the same condition as when borrowed.

If any technical problems are encountered, the eReader should be returned immediately to the library and staff should be informed of the issue.

No food or drinks are to be consumed around the eReaders.

Do not leave the eReader unattended; it should be safeguarded against damage or theft.

Patrons should avoid any situations that would expose the eReader to moisture, becoming coated in small grit (such as sand), hard falls, or sub-zero or high-heat conditions.

If the eReader, or its accessories, are lost or damaged the patron will be charged a replacement fee.

Use of the eReader is restricted to the content provided at checkout. If a user deletes any of the content provided at checkout, the user is responsible for the cost of replacing the missing content.

Little Falls Library eReaders will come pre-loaded with select content. Staff will periodically update the content and welcomes suggestions for additions. Patrons should not order content for our eReaders. Any uploaded materials will be deleted by the staff, and patrons may incur costs if staff determines the materials to be harmful.

Tampering with security features of the device is prohibited and will result in suspension of eReader privileges.

Only the library will purchase replacement equipment or parts. Patrons are not to attempt any repairs, adjustment or alterations of any kind.

The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning library materials.

Patrons will be billed in full for eReader and any accessories if they are overdue for ten or more days.