

OSSINING PUBLIC LIBRARY

E-READER LENDING POLICY

I. Introduction

As part of the Ossining Public Library's mission to provide easy and equal access to materials and resources in various formats, the library has a circulating collection of e-readers available for patron use.

II. Rules of Use

- A. All library policies, including the Internet Acceptable Use Policy and the Code of Conduct, apply to the use of the e-readers. The Internet Acceptable Use Policy and the Code of Conduct are available online (<http://www.ossininglibrary.org/pages/aboutthelibrary/policiesoperating.html#internet>); patrons may request printed copies of both at the circulation desk.
- B. A patron must be 18 years old and have an Ossining Library card in good standing. To be considered in good standing, a patron should have less than \$5 in fines on the card. Proof of age is required.
- C. E-readers must be checked out at the Circulation Desk with a library card only. Patrons may not use any alternate form of ID to check out these devices.
- D. Any patron who borrows an e-reader is required to sign a *Borrowing Agreement*. The patron will receive a copy of this agreement. (See attached agreement)
- E. As with all library materials, the patron assumes responsibility for the item and is liable for damage or loss of parts (See Sec. IV, Fines and Replacement Costs)
- F. Checkout is for 14 days. Renewals are not allowed on the e-readers. Patrons are not permitted to place a hold on any e-readers.
- G. Patrons must return e-readers to a staff member at the Ossining Public Library Circulation Desk for check-in. They may **not** be placed in the book drop or returned to a different library. If a patron returns an e-reader in the book drop or to another library, **they will be charged a \$25 fee** for unnecessary risk to the device. Patrons **will be charged a fee** for any items not returned in the carrying case or for items returned damaged (See Sec. III, Fines and Replacement Costs). Further, patrons who fail to return e-reader accessories or return the device and any accessories damaged may be subject to a loss of borrowing privileges for these devices.
- H. Once a patron returns an e-reader, they may not re-checkout the device for a period of 24 hours.
- I. Replacement costs are listed on the laminated sheet in the e-reader carrying case.
- J. Library staff will inspect the device thoroughly before checking it in. Therefore, there may be a delay of up to 24 hours in which the device will stay on a patron's record until a dedicated staff member inspects the device. Fines will not accrue over these 24 hours.
- K. All devices are locked and registered to the Ossining Public Library. The intent is to prevent patrons from adding additional titles or content to the e-readers when the devices are in their possession. In the event that a patron does add content, the patron is responsible for the expense and the library will **not** reimburse the patron for purchasing content. The library also reserves the right to erase or keep any content a patron purchases by accident or design.

- L. Additionally, patrons may not alter, delete or copy any software loaded on the devices or otherwise change its existing configuration.
- M. There is a limit of one e-reader per card at any one time.
- N. Content for e-readers follow the same collection development policies and procedures used when selecting library materials. The Ossining Public Library Collection Development Policy is available online (<http://www.ossininglibrary.org/pages/aboutthelibrary/policiesoperating.html#collection>) and may be printed out at the patron's request.
- O. Responsibility for supervising children's use of the e-readers and their content rests with the parents or legal guardians.
- P. Content on e-readers or electronic devices may change. The library reserves the right to add or delete any content it provides on these devices.

III. Fines and Replacement Costs

- A. Overdue fines for e-readers are **\$5** per day.
- B. The replacement cost of the e-reader device is **\$200** if the device is lost or returned in unusable condition.
- C. There is a **\$20** processing fee for loss or damage to the protective cover and carrying case, screen protectors and adaptor. The patron must pay this fee in addition to the replacement cost for the e-reader accessories, which are as follows:
 - a. **\$35** for loss/damage to the protective cover or carrying case
 - b. **\$20** for loss/damage to the screen protector
 - c. **\$10** for loss/damage to the adaptor

First Reading by Board of Trustees: March 18, 2013
Second Reading and Approval: April 15, 2013