

## Pembroke Public Library



Policy Type: **Operational**

Policy Number: **OP-05**

Policy Title: **E-reader Lending Policy**

Policy Approval Date: **March 7<sup>th</sup>, 2012**

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Policy Review Date:  

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### E-reader Lending Policy

The user assumes liability in the event that the e-reader is lost or stolen. A replacement fee of \$150.00 plus a \$25.00 processing fee will be applied. We advise the user not to leave e-readers unattended or to lend them to friends. Police will be contacted immediately if an e-reader is reported lost or stolen.

#### Eligibility:

E-readers may be borrowed by Adult and Young Adult library cardholders in good standing (max fines as for book lending). Supporting current photo id will also be required.

Non-Residents MUST purchase a temporary library card (\$35.00 including \$20.00 refundable) in order to use Pembroke Public Library e-readers.

#### Booking:

E-readers are available on a first-come first-served basis.

#### Loan Period:

E-readers are signed out for 7 days at a time. If there is no one waiting they may be renewed. There will be a fine of \$5.00 per day in overdue fees.

E-readers must be returned to library staff during normal library hours.

**Please do not drop the e-readers in the drop boxes outside.**

#### Sign-out procedure:

E-readers are to be signed out by staff at the circulation desk. They MUST be signed out with a library card, and supporting photo id must be shown.

An "E-reader Borrower Agreement Form" must be filled out and signed by the patron when an e-reader is borrowed.

#### Returns:

E-readers must be returned to the circulation desk in person, and **the borrower must wait at the desk until the e-reader has been checked by a staff member. A power cord and instruction manuals are included with the e-readers. Please ensure that they are returned also.** E-readers must be returned in the same condition as they were received.

Software Available for Patron Use:

These e-readers have some books on them as well as a user guide. To use Overdrive with e-readers that do not have Wi-Fi, patrons must download Sony Reader Software and Adobe Digital Editions on their own computers.

User Files:

Please delete any books you have downloaded to the reader before returning it. Please do not delete any of the books that come loaded on it.

Technical Support:

Users must have a basic familiarity and comfort level with the hardware and software they will be using. Expert technical assistance may not be immediately available.