

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 512.1

Subject: Lending of eReaders and Internet Hot Spots

The eReaders owned by the Crawford County Library will be pre-loaded with a variety of selections purchased by the library and/or uploaded from the Great Lakes Digital Libraries. The Internet hot spots provide portable wifi access off library property. The eReaders and Internet hot spots are checked out through usual procedure with a valid library card for a two-week period. Checkouts of eReaders and Internet hot spots may not be renewed. A late fee of \$3.00 per day will be charged when overdue. The first time a patron checks out an eReader or hot spot, he or she must read and sign a policy agreement. The form will be kept on file for the life of the patron's library card and the patron's account noted for subsequent checkouts. A parent or legal guardian must sign this agreement for a minor to checkout an eReader or hot spot. Patrons must adhere to all Library Policies when using the equipment and, to protect privacy and the integrity of the equipment, are prohibited from uploading eBooks from outside sources. The equipment, including any cords, rechargers, and protective covers, must be returned to a clerk at the Circulation Desk of the library. Under no circumstances should the eReader or hot spot be returned to the bookdrop.

If such equipment is returned to the Crawford County Library damaged due to improper use, negligence, accident, or any reason other than normal wear and tear, the borrower will be responsible for repair or replacement cost of the equipment. Missing or stolen equipment must be replaced at the expense of the borrower.

Date of eReader or hot spot checkout

Equipment type (incl. accessories) and bar code

Name of Patron

Signature of Patron/Parent

Phone number

Email address

Date of return

**Condition of equipment upon return
(Initialed by Library Staff and Borrower)**

ADOPTED: October 10, 2013

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