

Wells Public Library e-book Reader Lending Policy

It is part of the Wells Public Library's mission to provide materials in both printed and electronic format that residents can turn to for discovery of ideas and the joy of reading. To help provide equal access to electronic books (e-books), the Library has e-book readers that may be borrowed for use with the Library's collection of e-books.

SECTION 1: BORROWER CRITERIA:

- To borrow an e-book reader the patron must be at least 18 years old and possess a current Wells Public Library card in good standing (i.e. library account is not blocked due to unpaid fees or lost materials).
- . The patron will receive a copy of this policy.
- Once the device is checked out, it becomes the responsibility of the user. By checking out an e-reader the borrower is assuming responsibility for any damage, loss, or theft of the device while it is checked out.
- First time borrowers will receive training from Library staff prior to borrowing an e-book reader.

SECTION 2: CHECK OUT PROCEDURE:

- E-book readers are loaned on a first-come, first-served basis. E-book readers may not be reserved in advance, but will be held for a patron until the close of business the same day a patron calls, if the e-book reader is in the Library when the patron calls.
- Check out is limited to one e-reader per household at any given time.
- E-book readers may be checked out for 14 days with no renewals, with a waiting period of seven days before the same patron may borrow the e-book reader again.
- Use of the e-reader is restricted to the content installed. Users must not register the device with a personal credit card to purchase items or download any additional content.

SECTION 4: RETURN PROCEDURE:

- E-book readers must be returned directly to a staff member at the Check-Out Desk. They may not be left at this desk if the desk is unattended, and may not be left at any other desk. If the Check-Out Desk is unattended, patrons should find a staff member to assist them.
- Before checking it in a staff member will check to verify that everything is there and that the device is in working order.

E-book readers may not be returned in the book drop.

E-book readers must be returned to the Wells Public Library only, and may not be returned to any other library.

SECTION 5: OVERDUE FINES AND/OR FEES:

- The borrower is responsible for the replacement cost of the e-reader, its protective cover, USB cord, charger plug, and carrying case at the current replacement cost as well as packaging and a processing fee of \$5.00.
E-book readers returned in the book drop or to another library will be subject to an additional fee of \$5.00
- Late return fee is \$1.00 per day.

Right of Appeal:

The library has a "Policy on Appeals of Library Decisions Involving Library Policies," a copy of which is available upon request. Appeals may be made in accordance with that policy.

Approved by the Library Board of Trustees: April 11, 2012, Revised March 9, 2016