



E-Reader Loan Agreement

Mahopac Public Library lends E-readers to patrons with a library card in good standing from Mid-Hudson Library System member libraries who are 18 years of age or older, (a library card in good standing is defined as one with no fines, fees, lost or overdue materials). E-readers are available on a walk-in, first-come, first-served basis and may not be reserved. E-readers are limited to one per family. The loan period for E-readers is 4 weeks with no renewals. The Library reserves the right to deny the use of e-readers to any borrower who repeatedly loses them or returns them late. Limited technical support is available from Library staff and only during the Library's open hours. Borrowers attest that they have basic familiarity and comfort with the equipment they will be using.

E-Reader Loan Procedure:

- In order to borrow an e-reader, the patron's Library card must be presented at the Information Desk. At the time of check-out, the patron shall complete an E-reader Loan Agreement.
- E-readers are preloaded with titles selected by Library staff. The borrower may not add or delete any titles, or apply any personal preferences or additions to the e-reader (bookmarks, passcodes, underlining, etc.)
- Patron and Staff member will verify the equipment is in working order and all parts are present at the time of check out.

E-Reader Return Procedure:

- E-Readers must be returned in person to the Information Desk at Mahopac Public Library. They may not be returned to other libraries or in the book drop.
- At the time of return, patrons will receive a receipt acknowledging the e-reader has been returned and that all parts are present
- The reader will be examined to ensure it has not been tampered with. Depending on staff availability this may take a few days to happen. No fines will accrue during this period.

Fines

- An overdue charge of \$10 per day up to the full replacement cost of the item shall be charged for an E-Reader that is not returned by its due date.
- E-readers will be examined by library staff to ensure that they are in working condition and that no titles have been added or deleted from the device.
- Damaged devices or parts will be charged at full replacement cost. Fees may be assessed after the time of check-in if damage is discovered later.

Replacement costs:

Kindle Paperwhite:	\$ 179.00	USB Cable:	\$ 9.99
Kindle Sleeve:	\$ 19.99	Blue Carrying Case:	\$ 16.00
Power Adapter:	\$ 19.99	List of Contents:	\$ 2.00

Checkout

Kindle #: _____

Due Date: _____

This equipment is sensitive to extreme temperatures. Do NOT leave E-Reader in a hot or cold car for extended periods of time.

Patron Name: (Print) _____ Please check off and sign in the appropriate fields:

I have received and am responsible for returning the following 6 pieces of equipment:

Kindle Paperwhite _____ Kindle Sleeve _____ Power Adapter _____ USB Cable _____ Case _____ List of Contents _____

I understand and agree to these rules for use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return the E-Reader to the Mahopac Public Library in good working condition and free from damage.

Patron signature: _____ Patron card #: _____ Date: _____

Info Staff: Please initial that all 6 pieces of equipment are present at time of check out: _____

Check-in

Date Received: _____

Information Desk: Received all 6 pieces of equipment Patron issued a receipt Info Desk Initial: _____

E-Reader Staff: E-reader is functional, has not been tampered with (passcode created, underlining, bookmarks) and no titles have been added or removed. If equipment is damaged or has been tampered with, describe the condition.

E-Reader Staff Initial: _____