

Brookfield Public Library

EBook Reader Lending Policy

Effective Date: 03/23/2011

Revised and Approved: 03/27/2013

Purpose

The Brookfield Public Library has as one of its objectives to “supply easy and convenient access to the latest technologies and to the Internet in an effort to meet the information needs of users”. By offering popular downloadable electronic content that can be read on portable devices, users will avail themselves of the eBook collections such as Overdrive downloadable books. By offering these reading devices, we provide users with the opportunity to learn about and use this new media.

Home Use

The following rules and regulations apply:

1. EBook Readers may be borrowed by resident library card holders ages 14 and up in good standing (i.e. users with fines of \$5.00 and over are blocked).
 - a. Photo identification in addition to a library card will be required;
 - b. For borrowers ages of 14 through 17, a one-time co-signature of a parent or guardian will be required. This release will be kept on file in the Library.
2. The loan period is 21 days.
3. EBook Readers may be reserved in advance at the Information Desk or via SWAN. On the actual day of lending, those that have not been reserved may be checked out on a first come first served basis.
4. Each eBook Reader comes equipped with an electrical cord and carrying case for which the user is responsible.
5. EBook Readers must be returned and/or renewed in person at the Information Desk. Users who return eBook Readers to another desk or via a book drop will be assessed a \$1.00 fine.
6. Fines for unreturned home use eBook Readers are \$5.00 per day, not counting days the library is closed. An “on-time” return is defined as an eBook Reader that is returned prior to closing on the twenty-first day of check out with all associated accessories.
7. The user assumes full responsibility for the cost of repair or replacement in the event that the eBook Reader or its accessories are lost, stolen, or damaged. Replacement costs will be based on the Library’s reasonable assessment of the current cost for repair or replacement, and will not exceed \$350.
8. Content purchased by the patron and added to the reader will be considered a donation.
9. Co-signers for users ages 14 through 17 accept the same level of responsibility as the user.

Brookfield Public Library
EBook Reader Lending Agreement for Home Use

I have read and understand the Brookfield Public Library EBook Reader Lending Policy and Public Computer Use Policy and agree to adhere to the terms and conditions contained therein.

Print Name (First & Last)

Library Card
Number

Additional Identification
Provided

Address

City

Zip Code

Telephone

E-mail Address

User Signature

Staff Signature

Co-signer Signature (for users ages 14-17 years old)