**CRAWFORD COUNTY LIBRARY**

**Policy Manual**

**Policy No. 512.1**

**Subject: Lending of eReaders**

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 eReaders are checked out though usual procedure with a valid library card for a two-week period. Checkouts of eReaders 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, 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. 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 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.**

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**Date Patron card number**

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**Name of Patron Signature of Patron/Parent**

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**Phone number Email address**

**ADOPTED:** October 10, 2013

**REVIEWED:** December 12, 2013; November 13, 2014

**AMENDED:** December 12, 2013; November 13, 2014

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