

E-reader Device Use Policy

The Topsfield Town Library has purchased a variety of Electronic readers (E-readers) for patrons use while visiting the Library. The purpose of offering E-readers to the public is to familiarize patrons with a new format of Library material. In addition, it offers patrons the opportunity to discover and understand how an E-reader can be used as an individual device for personal use. Newspaper subscriptions and staff-chosen material will be downloaded on these devices so patrons can fully experience the E-reader.

When using any Library owned technology there is responsibility. Due to cost, no one under the age of 18 is allowed to use the Library’s E-readers without the active supervision of a parent or guardian. Patrons interested in using a Library E-reader must leave their current driver’s license with Library staff at the main circulation or reference desk. When the E-reader is returned to the circulation or reference desk and inspected by Library staff, the patron’s driver’s license will be returned. If a patron does not have a current license, he or she must have some proof of identification/age that can be held by Library staff until the e-reader is returned and inspected. **All users must read and sign the policy. If damage to the E-reader is discovered by Library staff, identification will not be returned until the cost of the device is immediately paid in full. The Library will accept a personal check, cash or money order.**

The following guidelines must be adhered to while using a Library E-reader:

- Directions on use will be provided and must be followed for proper use.
- E-readers can only be used in designated areas of the Library.
- Leave your current issued drivers license or other proof of identification/age and a signed release form with Library staff before using a Library E-reader.
- Library E-reader devices cannot leave the building under any circumstances.
- The E-reader must be in your care at all times and cannot be left unattended.
- No content can be added without Library staff permission. If unwanted content has a cost, the patron must pay for content immediately.
- Device will be inspected for condition and content before and after patron use. Any changes in condition or content while in the patron’s care will be the patron’s responsibility. The patron is responsible for damage, loss or theft and added content. Costs will vary depending on the device and must be paid for immediately.

I agree to the terms of using the Library’s E-reader: Kindle NOOK Sony IPad

Print Name

Phone #

Signature

Date

Staff inspection _____ **before use** _____ **after use (please initial)** **Date:** _____