

## **Topsfield Town Library**

### **E-reader Circulation Policy**

The Topsfield Town Library makes a variety of electronic readers (E-readers) available for Topsfield Library cardholders in good standing with all MVLC Libraries. Since there are many options available for purchase in stores and the internet, the Library's role is to offer the patron the experience of "test driving" the different models. Patrons choosing to purchase an E-reader will become a more informed buyer as they will be better informed by experiencing the different models of E-readers which can benefit the decision making process

Several newspaper subscriptions and carefully chosen electronic books are available on the various E-readers in order to provide the patron with a more fulfilling experience than borrowing an E-reader devoid of content.

In order to keep the E-readers in optimal working condition, the Library requires that the following criteria are met:

1. Patrons wishing to circulate an E-reader must be at least 18 years of age and present a valid Topsfield Library card.
2. Patrons must sign and complete a form authorizing the use of the E-reader and outlining the responsibilities attributed to the user. The library staff will review responsibilities with the patron prior to check-out of the E-reader.
3. A copy of the patron's current driver's license will be kept on file until the E-reader is returned and checked for damage to the reader itself or alteration to the content. If a patron does not have a current license, he or she must have some proof of identification/age that can be copied by Library staff until the E-reader is returned and inspected.
4. The E-reader must be returned to a staff member at the circulation or reference desk of the Topsfield Library during normal operating hours. It is not permissible to use the book drop or return the E-reader via the interlibrary loan system.
5. Once the E-reader is returned to the circulation or reference desk and inspected by Library staff, the copy of the patron's driver's license will be returned to the patron or destroyed. If damage to the E-reader is discovered by Library staff, the cost of the device must be 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 outlined within this document must be followed for proper care and handling. A library staff member is available for questions concerning proper care and handling.
- The E-reader must be in the care of the patron at all times and should not be left unattended in a public setting. Please do not leave the E-reader in a vehicle for the duration longer than transporting it to and from the Library. Do not expose the E-reader to water, excessive sun, fire, cold, sand, precipitation or any other potentially damaging situation.
- No content can be added without Library staff permission. If unauthorized content is detected on the E-reader, the patron must pay for content immediately. In the event that the content is not suitable for the Library's collection it will be removed from the E-reader and any cost associated with such an event will be assessed to the patron borrowing the E-reader. Conversely, if the Library's content is not located and accessible on the E-reader when it is returned, the patron must pay immediately for reinstatement of the content.
- The 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 as well as returning all associated materials in good working order with the E-reader. Costs will vary depending on the device and must be paid for immediately.
- E-readers may be circulated for a 7 day loan period and are not able to be requested or renewed. A late return of the E-reader or any E-reader returned damaged or altered will preclude the patron from future use of the E-readers.

***I agree to the terms of using the Library's E-reader described here within:***

Kindle

NOOK

Sony E-reader

I-Pad

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Print Name

Phone #

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Signature

Date