

East Troy Lions Public Library e-Reader and Launchpad Circulation Policy

In the interest of expanding the services we can offer to customers, the East Troy Public Library now has e-readers and Launchpads available for circulation and tablets available for in-house use. Because of the relatively high cost of e-readers, Launchpads, and tablets, the following rules and procedures will govern their circulation and use. Patrons will need to sign an agreement form, verifying that they have received, understand, and agree to follow this policy, before they will be allowed to check out or use an e-reader, Launchpad, or tablet.

Devices Available at the Library

- Amazon Kindle Paperwhite
- Launchpad

Circulation Rules

- Kindles and Launchpads can only be checked out, in-person, at the library. The e-Readers and Launchpads may not be reserved ahead of time and will not be sent through the van delivery to another library.
- The devices must be returned to the East Troy Lions Public Library and handed to the desk clerk to be checked in upon return. Do not return the devices to the book drop.
- You will be responsible for damage, loss or theft of the Kindle or Launchpad and any accessories while it is checked out to you.
- **You will be responsible for the current replacement cost of the device and any accessories**
 - Amazon Kindle Paperwhite - \$120
 - Kindle Charger - \$20
 - Kindle Case - \$25
 - Kindle Carrying Case - \$15
 - Launchpad device - \$140
 - Launchpad Charger - \$20
 - Launchpad Protective Cover - \$10
 - Launchpad Carrying Case - \$10
- Loan Period: 14 days (Kindle Paperwhite), 7 days (Launchpad)
- Renewals: No renewals
- Overdue fine: \$1.00 per day
- **Use of the e-Reader and Launchpad is restricted to the content installed. Downloading additional content is not permitted.**
- You must be 18 years old or older to borrow this item.
- Your library account must be in "good standing," meaning that you have no fines or bills larger than \$10.00 and you have no unpaid "lost items" on your account.
- You must show us your library card or some other picture I.D. each time you check out an e-Reader.

Rules for "In-House" e-Reader and Tablet Use

- Patrons who do not have East Troy Library cards may still use an e-book reader in the library for two hours per day or until the library closes, depending which comes first, as long as they present a valid photo I.D.
- Patrons will need to leave either their library card or a valid form of ID, such as a driver's license, at the Circulation desk until the e-book reader is returned.
- Devices loaned for "in-house" use may not be removed from the library.
- Patrons under the age of 18 may use the e-readers "in-house" if their parents or legal guardians accept responsibility by signing the "Borrower Agreement" and if their parents or legal guardians provide direct supervision.
- Use of the e-Reader is restricted to the content installed. Downloading additional content is not permitted.

Presented to the Library Board for approval on 5/10/2016

East Troy Lions Public Library e-Reader and Launchpad Circulation Procedures and Borrower Agreement

I have received and understand the e-Reader Circulation Procedures and Borrower Agreement, and I agree to its conditions and terms.

Print Name

Phone

Signature

Library Card #

Staff Initials _____ Date _____