Electronic Device Guidelines

Checking Out:

- Only current library cardholders in good standing can borrow electronic devices. Additionally, a state photo ID with current address must be provided. Electronic devices may not be checked out by customers less than 18 years of age. The check out limit is one electronic device per household at any given time.

- The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning electronic devices.

- Please do not register, change settings, remove titles, or buy titles on devices.

- Electronic devices cannot be placed in the library book drop or in library return slots. They must be returned to a circulation staff member at the customer service desk at which the device was borrowed.

- Library staff will verify that the electronic device is in good working order at time of checkout and checkin.

- A customer will need to complete an “Electronic Device Agreement” with each checkout, acknowledging financial responsibility for lost or damaged equipment.

- Electronic devices can be checked out and returned at the Customer Service Desk during open hours.

- eReaders are checked out for fourteen (14) days with no renewal available.

- Once an electronic device is checked out to a customer, the electronic device becomes the responsibility of that customer per the Electronic Device Agreement.

Checking In:

- E-readers should be fully charged when returned to the Library.

- Staff will check in electronic devices at the customer service desk at which the device was borrowed.

- Staff will verify the electronic device is in operating condition.

- Staff will do a visual check to ensure that the following eReader items are returned in good condition:
  1. eReader device (up to $250.00)
  2. eReader cover ($29.95)
  3. eReader AC adapter and USB cable. ($14.95)
  4. Bag

Fees and Liabilities:

- eReader: Late return fees are $5.00 per day that the Library is open following the eReader date due.

- The customer is responsible for full replacement cost if the Electronic Device or any parts are lost, stolen, damaged, or otherwise not returned.

- If any technical problems are encountered, the electronic devices should be returned immediately to the Customer Service Desk at which the device was borrowed and problem(s) stated to Library staff.