

## Prairie du Chien Memorial Library E-Reader Use Policy

An E-Reader can be checked out by any patron with a valid library card, age 18 or older, with no overdue or lost items on their account.

The E-Reader can be borrowed for 14 days and may be renewed one time, provided there are no holds on the device.

Overdue charges of \$5 per day will be assessed for late return of the E-Reader.

E-Readers cannot be requested via inter-library loan.

On checkout, the patron acknowledges responsibility for any damage to the E-Reader and the current replacement cost (\$150) which includes the actual unit replacement, the costs for replacing the books installed on the unit, and a \$10 processing fee. If a patron fails to return the device and/or its accessories in good working order, the patron will be charged the full current replacement cost (\$150). The library director will make the final decision regarding damage assessments, and reserves the right to change the current replacement cost in the event of substantial changes in unit cost. A copy of this policy will be included in the reader container, as well as a list of the items included with the reader, which must all be returned with the reader.

**The E-Reader must be returned INSIDE the library and handed directly to a staff member. The E-Reader may not be returned through the book drop or left at the counter unattended. The E-Reader may not be returned to another library. Failure to adhere to these rules may result in a minimum fine of \$25 and/or revocation of e-reader borrowing privileges.**

Approved by Library Board of Trustees 1/16/12