

eReader Guidelines

Circulating Procedures

Checking Out:

- Only current Bailey Public Library cardholders in good standing (i.e. library account is not blocked due to unpaid fees or lost materials) can check out an eReader. The check out limit is one 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 eReaders.
- Members will need to complete an “eReader Agreement” with each checkout, acknowledging financial responsibility for lost or damaged equipment.
- eReaders are checked out for fourteen (14) days with no renewal available.
- Once an eReader is checked out, the device becomes the responsibility of that user per the eReader Agreement.

Checking In:

- The Adult Services Department will check in the devices.
- The Adult Services Department staff will verify the device is in operating condition.
- The Adult Services staff will do a visual check to ensure that the following items are returned in good condition:
 - o Carrying Case
 - o Leather Cover or M-EDGE Cloth Cover
 - o Power Adapter
 - o eReader device

Fees and Liabilities:

- Late return fees are \$.50 per day.
- The customer is responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned.
- If any technical problems are encountered, the eReader should be returned immediately to the Library.
- All eReader borrowers will be required to sign an eReader Agreement.

