

Electronic Device Guidelines

Circulating Procedures

Checking Out:

- Only current Mentor Public Library cardholders in good standing (i.e. library record is not blocked due to unpaid fees or lost materials) and 18 years of age or older can check out equipment. 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 or who places the Electronic Device in the book drops.
- Library staff will verify that the Electronic Device is in good working order at time of checkout.
- 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 at the Main Library Computer Help Desk from 9:00 am until one (1) hour before the library closes.
- Nooks and Kindles are checked out for fourteen (14) days with 4 renewals available
- I pads are checked out for three (3) days with no renewal available.
- Laptops are checked out for one (1) hour with renewal available if no one is waiting.
- I pads, Nooks, and Kindles must be returned to the Main Library Computer Help Desk at least one (1) hour before the library closes.
- 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:

- The Public Service Clerk or Reference Librarian will check in the Electronic Devices.
- The Public Service Clerk or Reference Librarian will verify the Electronic Device is in operating condition.
- The Public Service Clerk or Reference Librarian will do a visual check to ensure that the following Nook items are returned in good condition:
 1. Nook reader (\$199.00 plus \$69.95 for warranty)
 2. Nook cover (\$29.95)
 3. Nook Ac adapter and USB cable. (\$14.95)
 4. Hard shell carrying case (\$20.00)
- The Public Service Clerk or Reference Librarian will do a visual check to ensure that the following Kindle items are returned in good condition:
 1. Kindle Fire reader (\$199.00 plus \$44.99 for warranty)
 2. Kindle cover (\$29.99)
 3. Kindle Ac adapter and USB cable. (\$14.95)
 4. Hard shell carrying case (\$20.00)

- The Public Service Clerk or Reference Librarian will do a visual check to ensure that the following ipad items are returned in good condition:
 1. Ipad (\$499.00 plus \$99.00 for warranty)
 2. Ipad sleeve (\$39.00)
 3. Ipad shield (\$29.00)
 4. Software (\$50)
 5. Public Service Clerk or Reference Librarian will sync the ipad to the backup copy via iTunes.
 6. When battery is at 20% or lower, plug ipad to electrical outlet to charge it.

- The Public Service Clerk or Reference Librarian will do a visual check to ensure that the following laptop items are returned in good condition:
 1. Laptop (\$932.00)
 2. Laptop Battery (\$100.00)
 3. Laptop Software (\$100.00)
 4. Mouse (\$9.00)
 5. Power Cord (\$75.00)

Fees and Liabilities:

- Nook and Kindle: Late return fees are \$5.00 per day that the Library is open following the Nook or Kindle date due.
- Ipad: Late return fees are \$5.00 per day that the Library is open following the ipad 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 Nook or Kindle should be returned immediately to the Reference Desk. If any technical problems are encountered, the ipad or laptop should be returned immediately to the IT Dept.
- Nook, Kindle, and iPad borrowers will be required to sign an Electronic Device Agreement each time an electronic device is checked out. Laptop borrowers will be required to leave their driver's license at the Public Service Clerk desk to be locked in the cabinet.

APPROVED: May 26, 2010

RESOLUTION #10-053