

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) 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 Circulation Desk from 9:00 am until one (1) hour before the library closes.
- Nooks are checked out for fourteen (14) days with no renewal available
- iPads are checked out for three (3) days with no renewal available.
- Electronic Devices must be returned to the Main Library Circulation 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.
- A parent/guardian signature and unique ID are required for borrowers under 18 years of age.

Checking In:

- The Circulation Department staff will check in the Electronic Devices.
- The Circulation Department staff will verify the Electronic Device is in operating condition.
- The Circulation staff will do a visual check to ensure that the following Nook items are returned in good condition:
 1. Nook reader (\$259.00 plus \$69.95 for warranty)
 2. Nook cover (\$29.95)
 3. Nook AC adapter and USB cable. (\$14.95)
 4. Quick Start Guide
 5. Hard shell carrying case (\$20.00)
- The Circulation staff 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. Circulation staff 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.

Fees and Liabilities:

- Nook: Late return fees are \$5.00 per day that the Library is open following the Nook date due.
- iPad: Late return fees are \$5.00 per day that the Library is open following the iPad time 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 should be returned immediately to the Reference Desk. If any technical problems are encountered, the iPad should be returned immediately to the IT Dept.
- All Electronic Device borrowers will be required to sign an Electronic Device Agreement each time an electronic device is checked out.