

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. Patrons must have had a library card for 3 months prior to checking out a device and have checked out and returned at least one (1) item.
- The checkout 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 are checked out for fourteen (14) days with no renewals available.
- iPads and Kindle Fires are checked out for seven (7) days with no renewal available.
- Laptops are checked out for one (1) hour with up to four (4) hours of total time a day if no one is waiting.
- iPads, Nooks, and Kindles must be returned to the Main Reference 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 Reference Librarian will check in the Electronic Devices.
- The Reference Librarian will verify the Electronic Device is in operating condition.
- The Reference Librarian will do a visual check to ensure that the following Nook items are returned in good condition:
 1. Nook reader (\$119.00 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)
 5. Device reformatting (\$20.00)
 6. Screen protector (\$20.00)
- The Reference Librarian will do a visual check to ensure that the following Kindle items are returned in good condition:
 1. Kindle Fire reader (\$229.00 plus \$54.99 for warranty)
 2. Kindle cover (\$29.99)
 3. Kindle AC adapter and USB cable. (\$14.95)
 4. Hard shell carrying case (\$20.00)
 5. Device reformatting (\$20.00)
 6. Screen protector (\$20.00)

- The Reference Librarian will do a visual check to ensure that the following iPad items are returned in good condition:
 1. iPad (\$399.99 plus \$99.00 for warranty)
 2. iPad Mini (\$299.99 plus \$99.00 for warranty)
 3. iPad cover (\$39.00)
 4. iPad screen protector (\$29.00)
 5. Carrying case (20.00)
 6. Software (\$50)
 7. Device reformatting (\$20.00)
 8. Screen protector (\$20.00)
 9. Reference Librarian will sync the iPad to the backup copy via iTunes.
 10. When battery is at 20% or lower, plug iPad to electrical outlet to charge it.

- The 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, Kindles, and iPads: Late return fees are \$5.00 per day that the Library is open following the Nook or Kindle 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, Kindle, iPad, or Laptop should be returned immediately to the Reference Desk.
- 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.

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