

For Staff Use: check one

- iPad (# \_\_\_\_\_ ) barcode \_\_\_\_\_
- Kindle (# \_\_\_\_\_ ) barcode \_\_\_\_\_
- Nook (# \_\_\_\_\_ ) barcode \_\_\_\_\_

## Electronic Device Agreement

My signature below indicates that I am 18 years of age or older and have read the Electronic Device Agreement and the Electronic Device Guidelines and that I agree to abide by these conditions of use when checking out an Electronic Device from the Mentor Public Library:

I agree to accept full responsibility for the Electronic Device while it is checked out to me.

- I will not tamper with the Electronic Device, accessories, and digital books, attempt to load digital books, or attach any equipment not designed for use with the Electronic Device.
- I will not place the Electronic Device in any of the book drops, but will return the Electronic Device and all accessories to the Main Library Public Service Clerk Desk. If I place the Electronic Device in a book drop, I will be subject to financial penalties and will not be allowed to check out an Electronic Device in the future.
- I will pay a late return fee of \$5.00 per time period if I fail to return this Electronic Device to the Main Library's Circulation Desk by the date or time due.
- I accept full financial liability for the Electronic Device and accessories, while in my possession.
- I agree to pay all costs associated with damage to, loss of, or theft of the Electronic Device while it is checked out to me.  
(\$313.00 plus accrued late return fees for the Kindle Fire)  
(\$333.85 plus accrued late return fees for the Nook Reader)  
(\$719.00 plus accrued late return fees for the ipad)
- I agree that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the Electronic Device and that my record will be submitted to collections within 30 days.
- I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the Mentor Public Library and will be added to my library record.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing an Electronic Device.

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_ Unique ID \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Customer Library Card Number: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

- 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 Devices in the book drops.*

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**Check out List: Patron, please check items present at time of check out:**

\_\_\_\_\_ **Case/Binder**

\_\_\_\_\_ **Cover for device**

\_\_\_\_\_ **Device**

\_\_\_\_\_ **2 part cord**

\_\_\_\_\_ **Guide**

**Check in list: Staff, please check items present at time of return and initial\_\_\_\_\_:**

\_\_\_\_\_ **Case/Binder**

\_\_\_\_\_ **Cover for device**

\_\_\_\_\_ **Device**

\_\_\_\_\_ **2 part cord**

\_\_\_\_\_ **Guide**