

eReader Policy (Approved:)

Highwood Public Library is dedicated to providing a variety of materials to the residents of Highwood. As the proliferation of eReaders continues to grow, and in keeping with the mission of the Library, the Library has decided that it would provide eReaders for patrons to check out and take home so that they may be able to explore and engage in this new technology.

- Patrons should return the eReader directly to a library staff member.
- Patrons will have a selection of pre-loaded popular and classic children's, teens and adult downloadable books, chosen by the library staff in keeping with the library's collection development policy.
- Patrons will need to have a valid Highwood Public Library card in good standing to check out an eReader. If a patron's card is blocked, or they do not have their library card with them, they may not check out an eReader.
- Patrons under the age of 18 must have their legal guardian present to sign the library's written eReader permission form to check out an eReader. Guardians will be responsible for monitoring use of the eReader.
- Patrons will not be allowed to download other titles to the eReaders from retail sites.
- The eReaders have a two week loan period. They may be renewed once for two weeks if no other patrons have a hold placed on the item.
- Holds may be placed on eReaders via the Library's catalog or by calling the library.
- Patrons will be charged for overdue eReaders at the rate of \$1 per day.
- Patrons will be responsible for replacement (\$500) and processing fees for lost or damaged eReaders or peripherals.