



eREADERS/KINDLE FIRES POLICY

- Adult patrons may check eReaders/Kindle Fires out from library.
- Patrons must have a valid Highwood Public Library card in good standing to check out an eReader/Kindle Fire. If a patron's card is blocked, or if they do not have their library card with them, they may not check out an eReader/Kindle Fire.
- Patrons under the age of 18 must have their legal guardian sign the library's eReader/Kindle Fire permission form before their first time checking out a device. Guardians will be responsible for monitoring use of the eReader/Kindle Fire.
- 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 may also download ebooks.
- Devices will not be loaned to other libraries (no inter-library loan).

LOAN PERIOD

- The eReaders/Kindle Fires have a two week loan period. They may be renewed once for another two weeks if no other patrons have a hold placed on the item.
- Holds may be placed on an eReader/Kindle Fire via the Library's catalog or by calling the library.
- Late fees for the devices are \$1.00 per day.

PATRONS WILL INCUR \$5.00 IN FINES FOR VIOLATING THE FOLLOWING GUIDELINES:

- Devices must be returned *to a staff member* at the circulation desk, only during regular business hours.
- Patrons cannot return devices to the outside or inside drop box.
- Patrons cannot return devices to other libraries.

LOST OR DAMAGED DEVICES

- Patrons will be responsible for replacement (\$50) and processing fees for lost or damaged eReaders/Kindle Fires or peripherals.

Approved: September 19, 2019



**eReader/Kindle Fire
Guardian Responsibilities and Permission**

I am authorizing the loan of a Highwood Public Library **eReader/Kindle Fire** to my child who is under 18 years of age. I understand that it is to be used as a tool for reading and learning and that my child will comply with Highwood Public Library Policies. I will help ensure the safe and timely return of the **eReader/Kindle Fire** within the loan period of two weeks. I also understand that I am financially responsible for any willful, malicious, or accidental damage to the **eReader/Kindle Fire** as well as any charges resulting from content downloaded to the **eReader/Kindle Fire**. I understand that my child may lose future loan privileges of the device if the **eReader/Kindle Fire** is either damaged or not returned in a timely manner.

We agree to take care of the Highwood Public Library **eReader/Kindle Fire** and comply with their Policies.

We will not:

- Damage the **eReader/Kindle Fire** in any way
- Remove the **eReader/Kindle Fire** from its protective case
- Give the **eReader/Kindle Fire** to a friend for their use
- Download, purchase, or remove the content loaded on the **eReader/Kindle Fire**
- Leave the **eReader/Kindle Fire** unsupervised

CHILD NAME: _____ LIBRARY CARD # _____

PARENT/GUARDIAN NAME (printed): _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN CONTACT INFO (phone or email): _____

LIBRARY STAFF SIGNATURE: _____ DATE: _____