

## **KINDLE POLICY**

### **LENDING GUIDELINES**

Nicholas P. Sims Library offers pre-loaded Amazon Kindle eReaders for checkout to our Homebound Patrons. The following policy outlines the requirements to qualify as well as the rules for borrowing an eReader device from the Library.

- All Rules of the Homebound Patron Policy apply.
- Kindles will be delivered to patron by library staff.
- Patron must be 18 years or older and be in good standing with the Library.
- Use of the Kindle is restricted to the content installed. Downloading additional content or deleting content is not permitted. This includes Overdrive e-books.
- Because a Kindle is fragile, if a Kindle is found returned in either the *outside or inside* book drops, the user will be charged a \$20 fine.

### **REPLACEMENT COSTS**

**IF A KINDLE IS DAMAGED IN POSSESSION OF A PATRON THE FOLLOWING CHARGES WILL BE APPLIED.**

- If a Kindle is damaged in possession of a patron the following charges will be applied:
  - For all components (Kindle, e-book content, charger/adaptor): **\$146.00**
  - Kindle + Contents: **\$125**
  - Charger / Adapter: \$16

### **FOR STAFF**

#### **CHECK OUT PROCEDURES**

When checking out a Kindle:

- Verify that patron's account information is current
- Verify and confirm that the unit is functional
- Check that the unit is de-registered/deactivated
- Check that wireless is OFF
- Give patron a basic orientation and/or assistance with using the Kindle as needed

#### **II. CHECK IN PROCEDURES**

When checking in a Kindle:

- While the patron is present, turn on the unit and confirm that it operates
- If the Kindle does not function properly or appears damaged, follow procedures on handling damaged material
- Verify that all parts are accounted for, including the charger/adaptor
- If an accessory is missing, do not return the item or check the item in
- If Kindle is in proper working order, check in the item
- Perform staff maintenance:
- Sync for new titles

- De-register/deactivate the device
- Turn off wireless
- Charge the Kindle

### **III. COLLECTION DEVELOPMENT**

- Each Kindles will be genre specific for example:
  - Fiction
  - Mystery/Suspense
  - Romance
  - Young Adult
  - Science Fiction
  - Christian Fiction/Gentle Reads
- Patron requests will be filled at Library Director's discretion.
- Patrons will request Kindle titles the same way they request print titles, by filling out a Purchase Request Form.

### **IV. ACQUISITIONS**

- Content for the Kindle will be selected and purchased through the Library's usual acquisitions process.
- The only time the Library's account should be activated on the Kindle is for purchasing and downloading content. The Kindle account should be de-registered/deactivated at all other times, especially when the Kindle is out on loan, to ensure patrons cannot download content and charge it to the library's account.

### **V. CATALOGING**

- The Kindle should be cataloged in such a way that patrons can conduct an easy title or author search. Search results should then indicate the various formats in which the title is available for check out (ex., book, audiobook, Kindle).
- Technical Services should decide the most effective way to catalog materials.

Original: March 2015

Revised: February 2020

Reviewed: 2016, 2017, 2024

Approved by the Library Board of Trustees

**KINDLE USER AGREEMENT**

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- Patron must be 18 years or older, have a current Library card and valid driver’s license/photo ID, and be in good standing with the Library.
- Only 1 Kindle checkout per household.
- Loan period of 3 weeks.
- Kindles may not be renewed.
- Holds are allowed. Kindles are held for 2 days.
- Kindles must be checked out and returned to a staff member at the Main Circulation Desk at least 30 minutes before closing.
- All components of the Kindle must be present upon return for the Library to consider the item checked in.
- Because a Kindle is fragile, if a Kindle is found returned in either the *outside or inside* book drops, the user will be charged a **\$25 fine**.

Note: The procedure for checking in and checking out a Kindle is lengthy. Please allow 30 minutes to complete your transaction. You must arrive at least 30 minutes prior to closing to begin this process.

**YOUR SIGNATURE INDICATES YOUR AGREEMENT TO THE FOLLOWING:**

- I accept full responsibility for the Kindle while it is checked out to me.
- I will not alter any settings, remove or add any items from the Kindle.
- Use of the Kindle is restricted to the content installed. Downloading additional content or deleting content is not permitted. This includes Overdrive ebooks.
- I will return the Kindle in person to a Library staff member at the Main Circulation Desk.
- I will pay a late fee of **\$2.50/day** if I do not return the Kindle by the due date.
- I accept full financial responsibility for the Kindle and agree to pay all costs associated with damage to or loss of the Kindle and/or the Kindle accessories while checked out to me. (Maximum replacement costs for all components, including the Kindle, content, and charger/adapter: **\$146.**)
- I understand the Library may use any appropriate means to collect the amount owed by me for fees, damages, or loss.
- If I encounter any problem with the Kindle, I will return the Kindle to the Library immediately.

**PATRON NAME:** \_\_\_\_\_

**LIBRARY CARD #** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STAFF – CHECK-IN**

**DATE RETURNED:** \_\_\_\_\_

\_\_\_ Kindle      \_\_\_ Charging Cable W/Plug

\_\_\_ Carrying Bag      **STAFF INITIAL:** \_\_\_\_\_

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