**Wabash Carnegie Public Library**

**E-reader User Agreement**

**Guidelines for Borrowing and Use**

* Borrowers must be at least 18 years old.
* Must present their library card upon check out.
* Have a current library account in good standing (no fines or replacement costs on card) and maintained their account for a minimum of 60 days.
* Return e-reader fully charged and hand to a staff member at the main circulation desk only. NEVER return the device in the book drop.

My signature below indicates that I have read the E-reader User Agreement and agree to abide by these conditions of use when checking out an e-reader from the library.

* I agree to accept full responsibility for the e-reader checked out to me. I will not let anyone else borrow the reader nor allow children to play with the device. If lost, stolen, or damaged while in my care the cost is passed on to the user.
* I agree to handle the e-reader with care. I will not expose it to extreme cold or heat or cigarette smoke or any liquids.
* I agree to not load personal information onto the device, including but not limited to address, phone numbers, and credit card information.
* I agree to pay a fine of $5 per day if late in returning device.

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Patron signature Date Staff Initials

**Staff Check-Out Procedure Staff Check-In Procedure**

At time of check-out: At time of check-in:

­­\_\_\_e-reader is in good condition \_\_\_e-reader is in good condition

\_\_\_e-reader is working properly \_\_\_e-reader is working properly

\_\_\_e-reader has some **existing damage**; \_\_\_e-reader has **new damage**;

noted below noted below

\_\_\_e-reader is fully charged \_\_\_e-reader is fully charged

\_\_\_Cover, USB cord, and wall charger \_\_\_Cover, USB cord and wall charger

are present are present

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Patron initials Staff initials Date Patron initials Staff initials Date

Damage Notations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Adopted by Library Board of Trustees

11/18/14