

**LENDING GUIDELINES**

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

- 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/adaptor: **\$250.**)
- 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:** \_\_\_\_\_