

**PARCHMENT COMMUNITY LIBRARY**  
**E-READER BORROWING AGREEMENT**

Borrower must be 18 years old with a valid license and a Parchment Community Library card in good standing, and must reside within the Parchment Community Library district. Borrower must sign this agreement and confirm his/her contact information at the time of checkout. Staff will take a copy of this signed contract to keep until the item is returned. A copy of the agreement will go in the packet with the device.

I, \_\_\_\_\_, take full responsibility for the electronic device I am checking out. I will pay the replacement cost of the device (up to \$140), its protective case (up to \$35.00), if the item is lost or stolen while in my care, or if I fail to return the item.

I agree that the device is fully charged and in working order at the time I am checking it out. **User initials** \_\_\_\_\_

I understand that the electronic device can be checked out for two weeks and renewed once as long as there are no holds on the item. I agree to pay overdue fines of **\$1.00 per day** if I return the electronic device after the due date. If the device is more than 14 days overdue, I understand that I will be held responsible for the cost to replace the device if I don't return the device within 3 days of being notified.

I understand that the electronic device must be returned inside the library directly to a library staff member. The device may not be returned in the outdoor or indoor drop boxes. If I return the device in a drop box, I will be charged a \$25.00 minimum fee for unnecessary risk to the device. I will not leave the device on the circulation desk if a staff member is not present.

**Using the electronic device.**

The device has been pre-loaded with a selection of titles. You may request that specific authors or titles be added to the e-reader using the Request form at the Circulation Desk.

Do NOT register the device with a personal credit card to purchase items. If the library's registration is disturbed by a user, the user will be responsible for the replacement cost of the unit (up to \$250).

Do NOT connect the device to your personal computer, nor attempt to load e-books to it using a personal Adobe Digital Editions account. If the library's registration is disturbed by a user, the user will be responsible for the replacement cost of the unit (up to \$250).

Do not let anyone else borrow the device or allow children to play with the device.

Be cautious with the device and keep it safe from water or being dropped. Do not place anything on top of the device, even when it is in its case. Avoid exposing it to extreme temperatures, and do not leave it in your car.

Return all parts of the device, including the case and all paperwork and instructions. Any missing items may result in charges.

I understand and agree to these rules for borrowing and use:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Checkout Date** \_\_\_\_\_ **Due Date** \_\_\_\_\_

## STAFF USE ONLY:

### Check Out

Staff member initials: \_\_\_\_\_

Check Out Date: \_\_\_\_\_

Reader is functional / No damage

Reader settings are correct

Reader is fully charged

Reader is in protective case

Confirmed user resides in district

Copy of user's license is attached to agreement

Confirmed user contact info

Provide user copy of this signed and completed agreement

### Check In

Staff member initials: \_\_\_\_\_

Check In Date: \_\_\_\_\_

Reader is functional / No damage

Reader is in protective case

Reader settings are correct

No titles have been added

Gave user copy of this completed agreement

### Damage (if any) or missing items:

### Charges (if any)

\$\_\_\_\_\_ late fine [ recorded or  paid]

\$\_\_\_\_\_ for missing item(s) \_\_\_\_\_

\$25 bookdrop fee [ recorded or  paid]