



Watertown Public Library Ebook Reader Guidelines, Circulating Policy, and Procedures

Checking Out:

- Cardholders in good standing can check out an ebook reader. The check out limit is one ebook reader per household at any given time.
- The Watertown Public Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning ebook readers.
- A patron will need to complete an “Ebook Reader Agreement” acknowledging financial responsibility for lost or damaged equipment.
- Ebook readers can be checked out at the first floor Circulation Desk during regular library hours.
- Ebook readers must be returned to the first floor Circulation Desk.
- Ebook readers are preloaded with selections made by the Watertown Public Library staff. Patrons may not purchase books to add to the ebook reader.
- Ebook readers are checked out for fourteen (14) days with no renewal available.
- Once an ebook reader is checked out to a patron, the ebook reader becomes the responsibility of that patron, per the “Ebook Reader Agreement.”
- Patrons must be at least 18 years or older to check out an ebook reader.

Checking In:

- The Circulation Department staff will check in the ebook reader and verify that the ebook reader is in operating condition.
- The Circulation staff will do a visual check to ensure that the following items are returned in good condition:
 - Carrying Case
 - Ebook Cover
 - Ebook Power Adapter
 - Guide/Manual

Fees and Liabilities:

- Late return fees are \$5.00 per day.
- The patron is responsible for full replacement cost if the ebook reader or any of its parts are lost, stolen, damaged, or otherwise not returned.
- If any technical problems are encountered, the ebook reader should be returned immediately to the first floor Circulation Desk. **Do not attempt repairs, adjustments, or alterations of any kind.**

Replacement Fees:

- Ebook reader - Current replacement cost or repair cost based on damage
- Ebook Accessories - Current replacement cost
- ***An ebook reader overdue more than one week will be considered stolen and the Watertown Police Department will be notified of the theft. The patron will be assessed the fee of the entire ebook package (ebook reader, carrying case, adapter, USB cord, and user's guide).***
- All ebook reader borrowers will be required to sign an "Ebook Reader Agreement."

Ebook Reader Agreement

My signature below indicates that I have read the "Ebook Reader Agreement" and the "Ebook Reader Guidelines" and that I agree to abide by these conditions of use when checking out an ebook reader from the Watertown Public Library (this agreement needs to be signed only once and a copy will be retained at the library.) I agree to accept full responsibility for the ebook reader while it is checked out to me.

- I will not tamper with the ebook reader, ebook accessories, or digital books, attempt to load digital books, or attach any equipment not designed for use with the ebook reader.
- I will pay a late return fee of \$5.00 per day (no grace period) if I fail to return this ebook reader to the first floor Circulation Desk by the time it is due. After 1 week overdue, the item will be considered stolen and the Watertown Police Department will be notified of the theft.
- I accept full financial liability for the ebook reader and ebook accessories, while it is in my possession.
- I agree to return the ebook reader to a staff person at the first floor Circulation Desk for check-in.
- I agree to pay all costs associated with the damage to, loss of, or theft of the ebook reader and ebook accessories, plus accrued late return fees while it is checked out to me.
- I agree that the Watertown Public Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft. ***An ebook reader that is 1 week overdue will be considered stolen and the Watertown Police Department will be contacted.***

- I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the Watertown Public Library and will be added to my library account.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing an ebook reader.

Name: _____

Address: _____

City: _____ Zip: _____

Library Card Number: _____

Phone Number: _____

Date: _____

Signature: _____

Staff Initials: _____

Adopted Mar 2011