

# Carlsbad Public Library

## eReader Circulation Policy

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*In order to allow the Library's collection of electronic materials to be enjoyed by all patrons regardless of personal economic resources, the Carlsbad Library will circulate eReader devices capable of downloading and displaying digital content. This policy will detail the requirements and responsibilities for checking out a Library-owned eReader device.*

### **A. Patron Requirements**

1. eReader checkout is limited to Carlsbad Public Library members over 18 years of age with current library accounts in good standing. Library staff will confirm that patron contact information is correct prior to checking out an eReader device.
2. Only one (1) eReader may be checked out to a patron, or group of related patrons, at a time.
3. The Library reserves the right to deny circulating eReader devices to patrons with a history of poor borrowing behavior.

### **B. Device Circulation**

1. eReaders will checkout at the Service Desk for a duration of 14 days. Information Desk librarians will instruct patrons in checking out library digital materials and in the use of the device, if requested.
2. Patrons are financially responsible for the eReader device, as they are for any library materials checked out on their account. By signing the Usage Agreement (see attached), the patron accepts responsibility for the device and agrees that the device is fully functional and in good condition.
3. Patrons must return the eReader and all accompanying parts to the Service Desk. Devices should not be returned in the book drop.
4. When returned, the eReader will be inspected and its functionality checked. As with all library collection items, patrons may be charged for any damage or missing parts.

**CARLSBAD PUBLIC LIBRARY  
eREADER USAGE AGREEMENT**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Library Card Number \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

I agree to the following:

- I will abide by the requirements of the Carlsbad Public Library's eReader Circulation Policy.
- I will return the device to the Library Service Desk, not the book drop. I understand a \$1.00/day late fee will be assessed if the device is not returned by the due date.
- I will pay full replacement charges should the device or accessory equipment be lost, stolen, or damaged.

Borrower Signature: \_\_\_\_\_ Date \_\_\_\_\_

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*Service Desk Use Only:*

**eReader Barcode:** \_\_\_\_\_

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

**Check-Out List:**

- \_\_\_ Confirm user information is up-to-date and in good standing
- \_\_\_ Usage Agreement filled out and signed
- \_\_\_ Device checked out and due slip provided.

Staff Name \_\_\_\_\_ Date \_\_\_\_\_

**Check-in List:**

- \_\_\_ eReader has no visible damage
- \_\_\_ Cover, stylus, power adapter, USB cord, and carry bag are included
- \_\_\_ Check device in and return it to Technology Services, along with this form

Staff Name \_\_\_\_\_ Date \_\_\_\_\_

**Tech Services:**

- \_\_\_ Device cleared, charged, functionality checked, settings correct, returned to circulation
- \_\_\_ Patron account charged: \_\_\_\_\_