

**SAUGERTIES PUBLIC LIBRARY**

**eReader Loan Agreement**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

eMail: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**TERMS & CONDITIONS**

The Saugerties Public Library lends our ereaders to only Town of Saugerties patrons with library accounts in good standing. In order to borrow an ereader, a patron must be 18 years or older, with a verified mailing address located within the Town. The loan period is 2 weeks, with the option to renew one time for an additional 2 weeks from the date of renewal if there are no holds on the ereader.

**eReader Loan Procedure**

- Patron and Staff member will verify the equipment is in working order and all parts are present at time of check out.
- Patron will sign this eReader Loan Agreement.

**eReader Return Procedure**

- Patrons will return ereaders to the Information Desk inside the Saugerties Public Library only.
- **PLEASE DO NOT RETURN AN EREADER IN THE BOOK DROP** or to any other library.
- Upon return, a staff member will verify that the equipment is in working order and all parts are present at time of check in

**Fines and Liability**

- The ereader and accompanying equipment remain the property of SPL.
- The borrower is responsible to protect the device against damage and loss throughout the loan period.
- The fine for an overdue ereader will be computed as \$1 per day for the first 14 days. After the 14<sup>th</sup> day of delinquency, the full replacement cost of the ereader will be posted to the patron's record for repayment.
- There is a late fine cap of \$14, which will be applied in addition to the replacement costs if the ereader and its accompanying equipment are not returned.
- Patrons who have borrowed ereaders are subject to being charged for the ereader's replacement cost if the device is:
  - Returned with damage.
  - Returned without components or equipment, barring easily replaceable instruction cards.
  - Returned with functions that were operable at checkout rendered inoperable.
  - Not returned within 2 weeks of the initial or extended loan period.
  - Returned in the Book Drop.
  - Returned to another library.
- Patron's library account will be blocked until all assessed replacement costs are paid.
- The Library Director reserves the right to limit or restrict all library equipment borrowing, including the borrowing of ereaders, when it is in the Library's interest to do so.

By signing, I certify that I have read and agree to the terms and conditions outlined above.

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