

eBook Reader Lending Policy and Procedure

It is part of the Lake Wales Public Library's mission to provide materials in both printed and electronic format that Lake Wales residents can turn to for the discovery of ideas and the joy of reading. To help provide equal access to electronic books the library has eBook readers that may be borrowed for use with the Polk County Library Cooperative's collection of eBooks.

Borrower Criteria:

To borrow an eBook reader from the Lake Wales Public Library the patron must be a Polk County resident with a Polk County Library Cooperative library membership in good standing, (as defined in LWPL Circulation Policies), and 18 years of age or older.

A patron who borrows an eReader is required to complete a *Borrower's Agreement* each time the eReader is lent.

First time borrowers will receive basic training from Library staff prior to borrowing an eReader. If the borrower has no knowledge of the Polk County Library Cooperative's *OverDrive* service it is recommended that they attend the LWPL's eReader training that is held each Thursday, 2:30 p.m. and schedule an appointment with qualified staff for training.

Content:

The Lake Wales Public Library participates in the Polk County Library Cooperative's *OverDrive* collection. The Lakeland Public Library provides an eBook download program, *Axis 360*.

Patrons may choose to borrow and download eBooks available through these collections. The Polk County Library Cooperative's *OverDrive* and the Lakeland Public Library's *Axis 360* collections can be accessed through www.cityoflakewales.com/library/digitalitems.

The Lake Wales Public Library also has a small collection of eBooks pre-loaded on each eReader device. These are classic titles in the public domain. Patrons may not remove these titles from the devices.

Patrons may not download titles onto the Lake Wales Public Library's eReader device from **ANY OTHER** vendor or source than those listed above. A charge of \$25 will be applied when the eReader is returned if this policy is violated.

The Lake Wales Public Library's Internet Usage policy applies to these devices. They may not be used to electronically threaten others, view pornography or inappropriate content.

Check Out:

1. eReaders are loaned on a first-come, first-served basis. eReaders may not be reserved in advance. Patrons may call the library to check on the availability. If the device is available it can be held until one hour *before* the end of the library's current business day.
2. The Lake Wales Public Library's eReaders are not available to be sent to other Polk County Library Cooperative sites for lending. They are only available by picking them up at the Lake Wales Public Library.
3. eReaders are lent for 3 weeks, 21 days with no renewals. There is a seven day waiting period before the same patron may check out another device.
4. eReaders must be checked out and returned to the Lake Wales Public Library Adult Circulation Desk.
5. eReaders may not be returned in the book drops.
6. eReaders may not be returned to any other Polk County Library Cooperative location.

7. Limited technical support is available from library staff during library hours. Users must be comfortable with the equipment, or they must attend the eReader Help Group, Thursdays, 2:30 p.m. at the Lake Wales Public Library.

Overdue Fines & Fees:

1. There is a \$25 deposit required when the eReader is checked out. The deposit will be returned once the device is checked out by library staff and found to be in working condition and all components are present.
2. Overdue fines are \$2.00 per day, with a maximum fine of \$50.00. The borrowing patron's library card will be blocked from the third day the eReader is overdue.
3. If an eReader is returned in the Library's Drop Box or to another Polk County Library Cooperative site there will be a \$10 charge.
4. There is a \$25 charge if content is downloaded from any eBook source other than those listed in this policy as approved.
5. Replacement charges will be the responsibility of the borrower if the device is lost, damaged or stolen while in the borrower's possession. Charges apply to missing components.
 - a. Nook Reader – Model Number BNRZ100-01 - \$100.00
 - b. Nook AC/USB cable - \$15.00
 - c. Nook storage box must be returned
 - d. *Sony Reader – Daily Edition - \$125.00*
 - e. *Sony Reader AC connection - \$15.00*
 - f. *Sony Reader USB cable - \$10*
 - g. *Sony Reader Case - \$15.00*