

## Balsam Lake Public Library e-Reader (Kindle) Circulation Policy

Kindle checkout is limited to the patron who meets the following qualifications:

- Is at least 18 years of age and has been a patron for at least 3 months
- Has a valid Wisconsin driver's license or ID
- Has an unblocked account in the MORE Library System
- Signs a "Kindle Borrowing Agreement" and assumes financial responsibility for lost or damaged equipment.

**Check out includes:** 1 Kindle Fire, 1 charger with cord, 1 carrying case.

**Loan period:** 14 days with no renewals allowed and a \$1.00/day late fee.

The content of each Kindle is fixed. Patrons are not permitted to add or delete content.

**Do not place the Kindle in the book drop.** Kindles must be hand delivered to staff at the Balsam Lake Public Library and may NOT be returned to any other library or sent through courier.

**Patrons are responsible for any damage, loss, or theft** of the Kindle while it is checked out to them. Replacement costs are as follows:

**Lost or damaged Kindle - \$200** (or current replacement price - whichever is higher)

**Travel Case - \$20**

**USB cord - \$15**

**Deleted content - \$5** (charge for having to delete added content or restore deleted content)

**Any documented evidence of downloaded content- \$5**(NOTE: The library is notified via email when content is downloaded to the kindle)

The Balsam Lake Public Library reserves the right to refuse service to anyone who has a history of abusing or losing materials or is repeatedly late in returning any library material.

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### Kindle Borrowing Agreement

By checking out the Kindle I am assuming responsibility for any damage, loss or theft of the device while it is checked out to me. I acknowledge that I will be responsible for the entire replacement cost of the Kindle. I acknowledge that my use of the Kindle is restricted to the content installed. I am at least 18 years old and my account is unblocked.

My signature below indicates that I have read and agree to the terms of the Kindle Circulation Policy and the Kindle Borrowing Agreement.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### STAFF CHECKLIST - initials \_\_\_\_\_

Kindle # \_\_\_\_\_

Kindle is working: \_\_\_\_\_

Kindle set complete: \_\_\_\_\_

Approved 9/27/2016