

5.16 Circulation of Electronic Devices

1. For external borrowing of an electronic device, patron must be a resident of Richland Village and/or Township, paid member, or staff member. Patron must also be 18 years of age or older, with a current library card in good standing. Non-residents may use an electronic device the library.
2. For internal use, patron must fill out a borrower's agreement and leave a valid picture I.D. at the Circulation Desk until the device is returned. For external use, patron must fill out and sign a Borrower's Agreement and leave it at the Circulation Desk. Patrons must present a photo I.D. and check a device out on their OWN library card. Patron receives a copy of this agreement.
3. A device may be checked out for 14 days, with no renewals. Electronic Devices will be checked for damage at check-in BEFORE discharging. ALL patrons will be held accountable for replacing (at cost + warranty fee + processing fee) lost/damaged/unreturned eBook Readers and accessories.
4. Overdue fee starting from **one day** overdue is \$5.00 a day up to maximum (see below). Patron's card will immediately be blocked when a device is overdue. If the device or accessories are not returned, or are returned damaged, the borrower will be billed replacement and processing fees for the device/accessories, and will lose borrowing privileges until fees are paid in full.
5. Devices must be returned to the Richland Community Library's main circulation desk, directly to a staff member, NOT a book drop. Do NOT leave devices unattended at the check-out desk. Any damages resulting from returning through a book drop will result in repair/replacement costs.
6. When the device bag is returned, staff must check to see that all items have been returned and are working. Patron will be charged for any missing or damaged items. Checklist is on the bag that holds the device. The borrower's agreement will be kept on file for two previous patrons, then discarded.
7. The patron at checkout will receive a bundle including the device and associated charging cable, protective case, a user agreement, instructional material, and any other appropriate materials.
8. All devices will be de-authorized from the RCL Library's accounts at check-out. Staff will check for any content added by the patron when the electronic device is returned.