



## **Ocean City Free Public Library Kindle Lending Guidelines**

### **Eligible Borrowers**

Eligible patrons may borrow a preloaded Kindle e-Reader from the Library. In order to be eligible you must:

1. Have a valid Ocean City Free Public Library card.
2. Be 18 years old or older with a current photo ID that verifies the address we have on record.
3. Be in good standing with the library; no fines, no overdue items.

### **Check-out**

You must check-out the Kindle at the Reference Desk on the second floor of the Library. Kindles are on loan for 2 weeks at a time. Renewals are not permitted, but you may reserve the next available device upon returning one that was borrowed.

Each time you borrow a device, you will need to fill out a Lending Form. We will ask for your library card and a valid, current photo ID that verifies the address we have on record. Before checking out the device, our staff will go over each item in the e-reader bag with you, verifying that each item is present and in good condition. By signing this form, you accept responsibility for each item's presence and condition upon return. Each time you check out a device and fill out its associated lending form, we will make one copy for you to take, leaving the original in the Library.

### **Returns**

You must return the Kindle to the Reference Desk on the second floor of the Library. Devices cannot be returned to book drops. Our staff will make sure each item listed in the Lending Form is present and in good condition before signing off that they have been received. Please wait until we sign off before you leave, otherwise you may unknowingly incur damage, lost, and/or late fees. Patrons may not download any material on to the devices and they should be returned in the condition that they are received.

## **Fees**

By borrowing a device, you agree to be responsible for certain costs if necessary.

Before you borrow and sign for a device, we will go over each item in the bag and check off its contents with you agreeing they are present and in good condition. Upon returning the device, we will perform the same checklist indicating whether or not each item is present and unharmed. The Lending Form includes the exact amount paid by the library for each item in the e-reader bag. If any item does not receive a check mark from our staff upon return, you will be responsible for reimbursing the library the cost of the item.

Due to the value of the e-readers and their popularity, the overdue charge has been set at \$5/day.

## **Replacement Costs**

Kindle \$100.00

Case \$10.00

USB Cable \$10.00

## **Holds**

You may reserve a Kindle with our Reference Staff either in person(at the Reference Desk located on the second floor of the Library) or by phone(Reference Desk Ext. 5231). As soon as a device is available, we will call you and you will have 2 days from that date to check it out. Failure to pick up a device in a timely manner will result in your hold's removal and it will be given to the next person in line. If you choose to reserve an e-reader again you will be moved to the bottom of the holds list. There is no limit to how many separate times you can place a hold on an e-reader; however, you cannot request a device while you already have one checked out. Should you return a device to the library and there is no one on the waiting list, you may borrow it again provided that you complete a new lending form.

This policy is subject to immediate change should the Ocean City Free Public Library see fit.