

Kindle Fire Lending Policy

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Purpose

In fulfilling the Library's mission to provide access to information and educational resources, Alpena County George N. Fletcher Public Library lends Kindle Fire tablets to library card-holding patrons in good standing.

Terms and Conditions

A "Kindle Fire Kit" consists of the device itself, as well as its charger. When a patron borrows a Kindle Fire, the patron's use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard Library policies (notably the Library's *Internet Access Policy*) and other terms and conditions described below for which the user is responsible.

In order to borrow a Kindle Fire, patrons must be:

- 18 years of age or older
- The patron must have an Alpena County George N. Fletcher Public Library card in good standing issued to patron checking out the Kindle Fire.
- At the time of checkout, the borrowing patron must present his/her library card and picture ID.
- Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the Kindle Fire kit (notably the tablet and charger).
- The patron must sign the Library's Kindle Fire Lending Agreement before a Kindle Fire kit can be checked out.
- Only one Kindle Fire may be borrowed on a patron's account at any one time.
- The loan period for the Kindle Fire is 14 days with no grace period and no renewals.

The Library will accept holds on the Kindle Fire. Patrons will be notified by phone only when their hold is ready for pick-up. Patrons will have 72 hours from the time of this notification call to check out the Kindle Fire, after such time it will be released to another patron. This hold period may be extended, at the discretion of the Library, due to Library hours of operation.

Overdue Kindle Fire tablets will accrue at \$2.50 per day up to the maximum replacement cost of the Kindle Fire (\$150.00). Patrons are not permitted to return the Kindle Fire to the Library's book drop. Rather, the Kindle Fire must be returned directly to a Library staff member at the Service Desk, who will verify that all components of the Kindle Fire are accounted for before checking it in from the borrowing patron's account. The Kindle Fire will not be considered returned until all components of the Kindle Fire are returned.

Accounts owing more than \$25.00 may be sent to collections if the item is not returned or paid for after 90 days from the billing date. Accounts sent to collections are subject to an additional referral fee. This information is NOT reported to credit bureaus.

By borrowing and initiating use of the Library's Kindle Fire, the user agrees to abide by the

Library's policies and rules and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's Kindle Fire and internet access provided by the Library. Deliberate altering or modifying the configuration of Library-owned equipment is strictly prohibited.

The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the Kindle Fire.

The borrowing patron will be responsible for:

1. A lost or damaged Kindle Fire and accessories (includes theft thereof). Patrons must be mindful of current replacement costs of the Kindle Fire and accessories before borrowing, as he or she will be responsible for paying the actual replacement cost of a damaged or lost Kindle Fire or accessories (\$150.00 for Kindle Fire and \$10 for charging cord).
2. Kindle Fire tablets must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).
3. Parents/guardians are responsible for the use of the Kindle Fire by minors.
4. Returning all Kindle Fire equipment undamaged and in good working condition and is responsible for loss or theft of the items. The Kindle Fire will not be considered returned until all pieces are returned. If the Kindle Fire equipment is not returned, the patron will be responsible for a \$2.50 overdue charge per day up to the replacement cost of \$150. The replacement cost for the charging cord/plug-wall charger is \$10 each.
5. Returning the Kindle Fire to the Service Desk. Any damage that occurs as a result of returning the Kindle Fire to the book drop will be the responsibility of the patron.

Unlawful use of the internet or use that violates the Library's *Internet Access Policy* is prohibited and may result in the loss of privileges. The Library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.

For assistance in the operation of the Library's Kindle Fire, borrowers may call the Technology Specialist or the Service Desk during normal business hours.

Kindle Fire Lending Agreement

Library patrons may borrow Alpena County George N. Fletcher Public Library Kindle Fire equipment, subject to the following criteria:

- The patron must be age 18+ with a library card (in good standing)
- The patron must present his/her library card and picture ID to fill out this lending agreement form to complete the checkout process.
- The Kindle Fire equipment may be borrowed for 14 days.
- The Kindle Fire equipment must be returned in person to the Service Desk where it was borrowed. Any damage that occurs as a result of returning the Kindle Fire to the book drop will be the responsibility of the patron.
- The patron is responsible for returning all Kindle Fire equipment undamaged and in good working condition and is responsible for loss or theft of the items. The Kindle Fire kit will not be considered returned until all pieces are returned. If the Kindle Fire equipment is not returned, the patron will be responsible for a \$2.50 overdue charge per day up to the replacement cost of \$150. The replacement cost for the charging cord/plug-wall charger is \$10 each.
- The library is not responsible for any liability, damages, or expenses resulting from the use or misuse of Kindle Fire equipment, its connection to other electronic devices, or data loss resulting from its use.
- The Kindle Fire must be returned with a minimal battery charge for the check-in inspection.

I have read, understand, and agree to comply with the *Internet Access Policy* and the *Kindle Fire Lending Policy*. I further understand any infraction of the agreement will result in the loss of privileges. I agree to hold Alpena County George N. Fletcher Public Library and its representatives harmless for any and all loss, problem, or damage resulting from my use of the Library Kindle Fire. Further, I agree to indemnify Alpena County George N. Fletcher Public Library for any loss or liability that may incur as a result of any violation of *the Internet Access Policy* and *Kindle Fire Lending Policy* (stated or unstated) by me.

By signing below, I understand and agree to the terms in the Alpena County George N. Fletcher Public Library *Kindle Fire Lending Agreement*.

Patron Name _____ Phone _____

Patron Signature _____ Date _____

Library use only
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Library Card Number _____ Kindle Fire Number _____ Due Date _____