E-Reader Checkout and Check in Procedures

**Checkout:**

1. Patrons must Read and sign E-Reader Responsibility Agreement, patrons under age of 13 must have parent or legal guardian sign agreement.

* Agreement states that patrons must have a valid Library Card that is from a library within the Manitowoc-Calumet Library System and belonging to the patron checking the E-Reader out.
* Patrons must not have any outstanding library fines or fees or overdue materials.
* Patrons can check out only one e-reader at a time.
* E-Readers have a 14 day Circulation policy and *may not be renewed*.
* Patrons are responsible for charging E-Reader if needed before use.

1. Staff must initial bottom of agreement.
2. Flip page over and write last 4 digits of item barcode in allotted space.
3. Patrons must initial checkout list on back of agreement indicating that they are receiving items as listed (Turn E-Reader on). (If item from list is missing at checkout, see if another Kindle is available for checkout. If not, ask if patron would like to take it as is. They should not initial for missing items. Create circ note for missing item and notify head of Circ. and IT)
4. Check item out to patron.
5. Write due date on KINDLE Due Date Slip and place inside of Kindle carrying case.
6. Move Agreement to ACTIVE section in back of binder.

**Check In:**

1. Patrons must bring Kindles to Circ. Desk and must wait for Circ. Staff to find patron agreement form in back of binder and initial Check In list.
2. Initial Check-In List once you see that item listed has been returned and appears to be in working order (Turn E-Reader on).

* If any of the items are missing, do not check e-reader in. Ask patron to retrieve item.
* If an item from list is lost or damaged, charge patron’s record, create Circ. note for item, check item in, and notify Head of Circ. and IT as soon as possible. If E-Reader can circulate without item in question, return to shelf. If it cannot, give item to IT (or head of Circ. if IT not available) as soon as possible.

1. Check item in, move patron agreement to Finished, and return E-Reader to shelf or fill next hold.

* **Important: Fines for overdue E-Readers apply to patrons at a rate of $5.00 per day**.
* **Patrons will be held liable for any and all charges for repair or replacement for lost or damaged equipment while in their care. Per the MCLS Library Card Application agreement, parents or legal guardians are responsible for any and all materials checked out to their minor child or legal ward.**

**Holds:**

Holds may be placed on the online catalog by the patron or by calling the Library for assistance. If the patron calls and you notice that they have overdue items or fines, let them know that they will not be able to check an E-Reader out until this is taken care of.

Patrons must pick up and drop off E-Readers at the MPL Circ. Desk. E-Readers will not be sent in the red boxes, and should never be returned in the red boxes.

E-Readers on hold will be treated like ILL holds. They will receive a place-holder for open-holds shelf, and will be held behind Circ, Desk in the ILL hold location.

Agreement forms and Check-In lists must be filled out as indicated above.

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