Manitowoc Public Library I & A S Procedure 3-11-10

# E-Readers

The Library has 3 e-readers for check-out: an Amazon Kindle, a Barnes & Noble Nook, and a Sony E-reader.

**Storage**

When not in use, the e-readers are stored in a locked drawer in the Special Needs Office. The key to the drawer is kept in the Reference Desk key drawer.

**Waiting List**

A sheet has been created for each E-reader. The sheets are kept at the Reference Desk in the first three hanging file folders in the Forms Drawer. Patrons may only have their names down once on each E-reader sheet.

1. When a patron wants to sign up on a waiting list, write down:
* Name
* Library Card #
* Phone #
* E-mail Address

**Checking out e-readers**

An e-reader may be checked out by anyone with a Manitowoc Public Library regular card in good standing.

* No deposit cards
* No teacher cards
* No Special Needs cards
* Patrons must sign the E-reader agreement form each time they check out an e-reader.
* Patrons under 18 years of age must have a parent or guardian sign the E-reader agreement in order to check out an E-reader.
* E-readers may only be checked out at the Manitowoc Public Library Reference Desk.
* Only one e-reader per family may be checked out at any one time.
* No holds are made on Syrsi/Dynix.

**Check-out Procedure**

1. Retrieve the E-reader from the Special Needs Office.
2. Make sure that all E-reader parts are available before checking them out.
* Check off each part on the check list on the agreement form.
* Make sure the e-reader is working when it is checked out.
* Explain how the E-reader works if the patron has questions.
* Go over the agreement form with the patron.
* Have the patron sign the agreement form acknowledging that all parts were available and that the unit worked before checking out.
* Fill out a Device Loan form which gives the patron a Due Date and Time Due Date.
1. Check out the E-readers using the corresponding E-reader Sheet.
* Write the Check-out date in the Check-out date box.
1. E-readers check out for 7 days.
* If checked out on a Monday, the due date is the following Monday.
* E-readers must be returned at least 30 minutes prior to closing.
* The due date may be extended up to two days for patrons who have difficulty returning the E-reader on the normal due date.
* No renewals are available.

**Check-in Procedure**

E-readers must be returned at the Reference Desk.

* E-readers may not be deposited in the Book Drop.
* E-readers may not be returned at other libraries.
1. Check for all E-reader parts before checking in the E-readers.
2. Check to see if the E-readers work before checking in.
3. If the E-reader does not turn on, the batteries may be drained.
* Plug in the unit to see if it works.
1. If all the parts are there and the unit works, check in the E-reader.
2. Mark Checked in Box on the E-reader Sheet.
3. Return the E-reader to the Special Needs Office and plug it in for re-charging.
4. If there isn’t time to take the E-reader to Special Needs right away, keep the E-reader with you until there is time.
5. If a part is missing, give the patron another day to retrieve the part or parts without incurring a fine.

**Notifying next patron on the waiting list**

As part of the opening procedure, the Reference Desk worker scheduled to be on the Desk first each day, should check the E-Reader Waiting lists and see if a patron needs to be notified about an E-reader.

1. Check each E-reader Sheet for the next patron on the list
* The next patron will be the one listed after the last patron who has a return date listed in the Check-in box.
1. Telephone the next person on the list and tell them that they can pick up the E-reader at the Reference Desk.
* If the patron does not answer the phone and does not have an answering machine, but does have an email address, email the patron.
1. We will try for three days to contact a patron. If we are unable to contact a patron, their name goes to the bottom of the Waiting List.
2. Tell the patron the date and time by which they must pick up the E-reader.
* E-readers may be held for three days. The notification day is day one.
* Ask the patron to pick up the E-reader at least 2 hours before closing but make an exception as necessary.
1. Write down the date notified in the Notification box on the E-reader Sheet.