

Palmyra Community Library E-reader Loan Policy

Patron Eligibility:

- Adult patrons may check e-readers out from library.
- Patrons must sign an e-reader use agreement in order to check out an e-reader.
- Patrons under 18 must have a legal guardian fill out and sign an e-reader use agreement in order to check out an e-reader.
- Patrons must present a valid library card at time of checkout.

Loan Period

- Patrons may borrow e-readers for 3 weeks.
- Patrons will accrue \$5.00 in fines if they do not follow the following guidelines:
 - E-reader must be returned *to a staff member* at the circulation desk.
 - Patrons cannot return e-readers to the outside return box or inside return basket.
 - Patrons cannot return e-readers to other libraries.
 - Returns can only take place at circulation desk during regular business hours
- Late fees for e-readers are \$1.00 per day.
- E-readers will not be loaned to other libraries (no inter-library loan).
- Palmyra patrons may reserve or place holds on e-readers.

Lost or damaged devices:

- Users are responsible for lost or damaged e-readers or accessories. Charges will be based on replacement costs.

Adopted: October 13, 2015

Reviewed: December 16, 2020