



**e-Reader Lending Policy**

- e-Readers are currently available to Cerritos Library cardholders in good standing and who are 18 years old and over.
- Patrons may check out a maximum of one e-reader per library card.
- e-Readers can be checked out at the Circulation Desk on the first floor of the library. The checkout period for e-readers is three weeks. e-Readers cannot be renewed.
- e-Readers can be placed on hold. e-Readers will be held at the Circulation Desk for a maximum of two days for pick-up.
- The overdue fee for e-readers is \$2 per day.
- e-Readers not returned within 5 days of the due date will be declared lost and the patron will be charged the full replacement cost of the device.
- e-Readers must be returned to the Circulation Desk and handed directly to a staff person. e-Readers are not to be placed in any of the book drops, returned to any other library or left on the counter of the Circulation Desk unattended.
- If an e-reader is returned in the book drop, a fine of \$25 will be added to the patron’s account.
- e-Readers will be inspected for damage prior to check out and at time of check in by a staff member.
- e-Readers can only be used to download e-books from the library’s cloudLibrary™ or hoopla service. e-Readers are not to be used to download additional apps or e-books from other sources. Patrons cannot download free or paid apps on to the device.
- Patrons cannot erase any content or files on the device.
- By checking out an e-reader, the patron assumes financial responsibility for the device and agrees to follow the lending policy. The patron will be charged a replacement fee of \$150 for lost or damaged equipment.
- The library reserves the right to revoke lender privileges to anyone who abuses equipment or violates the e-Reader lending policy.

I understand that by signing this agreement I am agreeing to abide by all the terms outlined in the e-reader lending policy. The checkout will include the e-reader, cover, cable and charger. I acknowledge that by checking out an e-reader, I am responsible for any overdue fees, the replacement cost of the device and/or its accessories if lost or damaged. I also agree to pay any other charges associated with the use of the device.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Library Card Number (Last 7 Digits)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Nook  iPad **Inspected before use by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inspected after use by** \_\_\_\_\_ **Date:** \_\_\_\_\_