

# E-Reader Circulation Agreement Form

This form must be completed and signed prior to use of the equipment each academic year. Borrower is responsible for all equipment checked out under this agreement. When a tablet is checked out, the borrower is responsible for thoroughly inspecting the device and making sure that all equipment is present at the time of checkout. It is the responsibility of the borrower to point out to library staff any missing or damaged equipment at the time of checkout.

- Tablet checkout is limited to current RCCC staff, faculty and students in good standing with a current RCCC photo ID/library card.
- Public patrons are not allowed to check out the tablets.
- Patrons with outstanding fines/fees or overdue material will not be allowed to check out a tablet until the account is cleared.
- Tablets may be checked out for a period of 7 days. Fines will be assessed at a rate of \$10 per day for overdue equipment. If the tablet and all accompanying equipment is more than 3 days late, it will be declared Lost, and the borrower's account with the college will be billed \$400 for replacement. If only the charger cord and adapter is missing, the fee will be \$45. If the cover/case is missing, the charge will be \$60. If the tablet and all accompanying equipment is returned in good condition within 30 days, the replacement cost will be waived, but the borrower will still be responsible for the overdue fines of \$10 per day.
- After the 7 day checkout period, if there are no holds on the item, it can be checked out once more for a 7-day period; however, the tablet and all accompanying equipment must be brought into the library and checked by library staff before being renewed. There will be NO renewals by phone, email or without the equipment physically present.
- No food or drinks are to be consumed around the tablet.
- Do not pile books or other items on top of the tablet.
- The borrower is expected to return the tablet and accompanying equipment to staff at the circulation desk in the same condition in which it was received. Do not return a tablet to the book return boxes outside the library. If a tablet is found in the book return box, a fee of \$25 will be charged to the student's account.
- In the event of damaged equipment, library staff will determine if damage is the result of normal wear and tear. Do NOT attempt to make any repairs, adjustments or alterations of any kind to the device.
- It is the borrower's responsibility to bring to the attention of the library staff any loss or possible damage to equipment that happens during the time the material is checked out.
- The library will make all purchases of replacement equipment or parts.
- The library will purchase all content for the tablet. Borrowers are not allowed to purchase content or make any changes to the device or the settings on the device. Suggestions for titles can be made through our book request form on the library page [www.rccc.edu/lrc](http://www.rccc.edu/lrc).
- Tablets must be returned to the circulation desk 30 minutes before closing to allow staff the time to check the device.

## Statement of Understanding of Equipment Use Policy & Liability

I have read, understand and will comply with all of the requirements herein. I understand that a copy of this policy remains permanently with the tablet so that I can refer to it. I understand that I assume complete financial responsibility for the tablet and all accompanying equipment during the time it is checked out to me.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

23018 \_\_\_\_\_  
Patron Library Card #

\_\_\_\_\_  
Date