

MHS Media Center eReader and MP3 Player Policies

Checkout Policy

- Available for a 14-day checkout; no renewals allowed.
- Borrowers must have a completed eReader and MP3 Player Acceptable Use form on file for the current school year.
- Borrowers must not have any overdue items or fines owed.
- eReaders and MP3 Players must be returned in person to either Media Center. Please hand the device to an MHS media staff.

DO NOT RETURN TO BOOK DROP! You will be responsible for any damage if you place a device in the book drop or any other unsecured location.

- Devices cannot be immediately checked out after return; we need to examine, recharge and erase them. Devices will usually be available for checkout the next business day.
- Do not erase any files that are on device when you receive it.
- eReaders come pre-loaded with popular titles. You may also request a specific title which will be loaded if it is available free or at a competitive cost.
- eBooks and audio books are available to download through the Lake County Public Library Overdrive account. These books must be downloaded and installed by MHS media staff before the eReader or MP3 Player is checked out. You may not install any eBooks or audio books yourself.

Fines and Fees

Damaged devices or parts will be charged to you at replacement cost. Fees may be assessed after the time of check-in if damage is discovered later.

Late Fees

- \$1 per day after the due date (maximum \$10)
- If not returned within 10 days after the due date, the device will be presumed lost. All your library privileges will be suspended and you will be charged the full replacement cost.
- If a device is turned in 5 or more days late, you will not be permitted to check out another device during your remaining school time.

Please Fill Out in Order to Check Out an eReader or MP3 Player

I, _____, take full responsibility for the _____

I am checking out on: _____. The replacement cost of the

- ✓ **Kobo** eReader and its protective case will be \$115.00 should the item be lost, stolen, or broken while in my care. I will pay the replacement fee of \$115.00 if I fail to return the item at all, or, in unusable condition.
- ✓ **Sansa Clip** MP3 Player will be \$40.00 should the item be lost, stolen, or broken while in my care. I will pay the replacement fee of \$40.00 if I fail to return the item at all, or, in unusable condition.

The following staff member checked the device before it was checked out:

_____ and I concur that the device is in working order at the time

I am checking it out. Patron Initials: _____

An overdue fee of \$1.00 per day (up to a total of \$10.00) will be charged if the device is late. A 2-week check-out period is in place for the device. If the device is more than 10 days overdue and the patron does not return it, the library will consider the device lost and all eReader and MP3 Player borrowing privileges will be revoked.

I agree to follow the directions below regarding use of the eReaders and MP3 Players:

- Please do not download books to the device. Only items loaded by the media center may be used on the device.
- If a borrower would like a title from the LCPL Overdrive site, the item should be downloaded at the time of check out on a media staff computer, using the library Adobe Digital Account. Patrons may ask staff to download titles they have in their current Overdrive cart.
- Books Downloaded:

These items will be deleted by staff at check-in time.

- If the patron wishes a particular free eBook or audio book to be loaded onto the device, they may request this from the staff. A pre-request of 24 hours notice is required in order for staff to have time to load the book before pick up by the patron.
- Please do not let anyone else borrow the device or allow children to play with the device.
- Please treat the device well and keep it safe from water or being dropped.
- Please return the eReader with the protective cover.
- **Please return the device inside the library directly to a staff member.** The device may not be returned in the drop box. Do not leave the device on the circulation desk if a staff member is not present. Hand it to a media center staff member.
- **Have fun learning about the eBooks and audiobooks!**

Borrower Signature: _____

Date: _____

Staff Use Only:

_____ Device is functional / No Damage

_____ Content erased and device reformatted

_____ Device is recharged

Merrillville High School Media Center eReader and MP3 Player Permissions and Acceptable Use Form

Introduction

The eReader is a convenient, portable reading device. It is the size of a paperback and capable of holding up to 1,000 books. Many of the books offer an onboard dictionary.

The MP3 Player is a portable audio device. It is smaller than a pack of cards and can hold 5 to 20 audio books.

The chance to use these devices is a privilege that we are able to provide to students provided that the students use extra caution and responsibility. We require a parental signature before an eReader or MP3 Player can be checked out to a student.

Parent Responsibilities and Permission

I am authorizing the check out of an eReader and MP3 Player to my child. I understand that it is to be used as a tool for reading and learning and that my child will comply with the MCSC Acceptable Use Policy. I will help ensure the safe and timely return of the device within the loan period of two weeks; I also understand that I am financially responsible for any willful, malicious, or accidental damage of the device as well as any charges resulting from content downloaded to the device. I understand that my child may lose future loan privileges of the device if it is either damaged or not returned in a timely manner.

Guardian Name (printed)

Guardian Signature

Guardian Contact Info (phone and e-mail)

A staff member will contact the guardian via phone to verify permission.

Student Responsibilities and Permission

I agree to take care of the Merrillville High School Media Center eReader and MP3 Player while it is in my possession. I will not throw, drop, or damage the device in any way. I will not carry it in my book bag. I will not give the device to another student for his/her use. I will use the device in the appropriate manner. I will not download any content to the device. I agree to return the device in good condition at the conclusion of the two week loan period.

Student Name (Printed)

Student Signature

Media Center Staff Only

Date Permission Slip Received: _____