

BRIDGMAN PUBLIC LIBRARY  
**KINDLE USE POLICY** (April 23, 2015)

Thanks to a grant sponsored by the Southwest Michigan Library Cooperative, Bridgman Library was able to purchase Kindles to be used by our Library patrons. We hope you enjoy using this Kindle and learning a new way to read books. As with other electronic gadgets, the Kindle needs to be carefully handled and stored. This **Kindle Use Policy** will help as you begin your journey into electronic books (e-books). Please feel free to ask questions or make suggestions.

This **Kindle Use Policy** must be completed and signed prior to use of the Kindle. You are responsible for all equipment and pieces that you check out.

When you sign for equipment, you acknowledge that it is fully functioning and that all parts are intact. We highly recommend that you thoroughly inspect and test each piece of equipment and point out any problems to the library staff at the time of checkout. **If you do not inspect equipment at the time of checkout, you are responsible for all missing or damaged parts upon return.**

### **RESPONSIBILITIES IN THE CARE AND HANDLING OF LIBRARY KINDLE**

1. Kindle checkout is limited to patrons age 18 and older, with a current Bridgman Library card and residing in the City of Bridgman or Lake Charter Township or Chikaming Township, or paid cards or Lincoln, St Joe and Berrien Springs. Kindle is not available to School of Choice students.
2. NO equipment will be checked out to patrons with fines exceeding \$5.00 or restrictions on their account.
3. This Kindle and its components circulates for 14 days. If there are no holds on the item, it may be renewed one time only.
4. **If, at any time, you experience any problems while using the Kindle, contact library staff immediately.**
5. **You will be liable for any damage incurred while the Kindle is checked out to you.**
  - We recommend you do not consume food or drinks while using the Kindle.
  - We recommend you store the Kindle in the case when not in use.
  - We recommend that you do not pile books or materials on the Kindle – this can damage the screen.
  - We recommend that you do not leave the Kindle in your car. Extreme heat or cold may damage the equipment.
  - We **do not** recommend adding titles to the Kindle and the Library is not responsible for any titles you add to the Kindle. When you return the Kindle, anything you have added will be removed.
6. **The Kindle and all accompanying material needs to be returned to a Library staff member at the Circulation desk. DO NOT RETURN A KINDLE THROUGH THE BOOK RETURN/BOOK DROP.**
7. **If a Kindle is returned after the due date, fines will be assessed at the rate of \$10 (ten dollars) per day. If the case, adapter or charger are damaged, returned late or lost, current Amazon S.R.P. will be charged plus a \$10.00 processing fee per component. If a Kindle is overdue more than 10 days it will be declared LOST and you will be responsible for the replacement cost, plus overdue fines.**
8. In the event of damaged equipment, Library staff will determine if damage is the result of normal wear and tear. **DO NOT** attempt to repair, adjust or alter the Kindle in any way.
9. It will be your responsibility to bring to the attention of Library staff any loss or possible damage to equipment that happens during the time it is checked out to you.
10. Bridgman Library will make all purchases of replacement equipment or parts.
11. **If the Kindle is lost or damaged beyond repair, you will be responsible for all replacement fees. Replacement cost for the Kindle will be the current cost as posted on Amazon.com plus a \$25.00 re-processing fee.**

#### **Statement of Understanding of Kindle Use Policy**

I have read, understand and will comply with the **Kindle Use Policy**. I understand that a copy of this policy remains permanently with the Kindle, so that I may refer to it as needed. I understand that I will be responsible for the complete financial responsibility for the Kindle checked out to me.

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Patron Barcode \_\_\_\_\_

Items Checked Out: Kindle (Barcode) \_\_\_\_\_ DUE DATE \_\_\_\_\_  
(includes case, adapter and charger)

Bridgman Public Library Staff Signature \_\_\_\_\_