



Ereader Circulation Policy

Eligibility

Ereaders can be checked out from the Grace Hauenstein Library by Aquinas College faculty, students, and staff with a current Aquinas ID card, who maintain a valid library account in good standing, and who read, agree to, and sign the Ereader Loan Agreement.

The user's AQ ID card must be presented to the media desk staff each time an ereader is borrowed.

The Loan Agreement must be read and signed each time an ereader is borrowed. Only one ereader can be checked out per person. Under no circumstances will a user be allowed to check out an ereader for another person.

Loan period

Ereaders can be checked out from the media desk and returned to either the Grace Hauenstein Library media or circulation desks during regular operating hours.

The loan period is **three weeks** for students, staff and faculty.

Ereaders are provided on a first-come, first-served basis. The Grace Hauenstein Library cannot guarantee that an ereader will be available. Ereaders may not be renewed. There is a 24-hour turnaround time for maintenance on returned Kindles.

All Ereaders must be returned directly to the Grace Hauenstein Library media or circulation desks. Please do not return them to any other location or place them in library drop boxes.

Fines and Damages

A \$15 late fee will be assessed for each day the ereader is returned past its due date. Fines will be recorded on the borrower's library record and may result in borrowing and registration restrictions.

Ereaders must be checked out, and dropped off, during regular business hours at the Grace Hauenstein media or circulation desks.

The working condition of the ereader will be assessed before checkout and upon its return. Users are responsible for damage to and/or loss or theft of loaned units. Users are required to report any problems experienced with the Kindle during their borrowing period.

The replacement cost for a lost, stolen, or damaged ereader is \$300. If an ereader is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement.

A charge of \$40 will be assessed for each lost power cord and adapter; \$50 for a lost case. Damage charges will be assessed based on the actual repair costs.

Borrower Responsibilities

Prior to checking out equipment, you must:

- Complete a “loan agreement” form in which you acknowledge responsibility for the equipment and peripherals checked out under your name.
- Provide a valid AQ ID at time of check out.
- You are financially responsible for:
 - Full replacement cost of all equipment checked out to you, if lost or stolen during the checkout period.
 - Full repair costs charged if the equipment is damaged, including spills from food or drink.
 - Damage or replacement charges will be charged directly to your AQ account.

Never leave the equipment unattended while it is checked out to you!

All equipment must be returned to a library staff member at the media or circulation desk, not to a book drop.

Violation of above policies will be grounds for refusal of service in the future, and/or fines.

All use of the equipment must comply with Aquinas College’s Acceptable use policy.

The policies above and the number and type of equipment are subject to change.