
Kobo eReader Loan Agreement



Richmond Public Library provides preloaded Kobo eReaders to RPL members based on the following agreement:

ELIGIBILITY: eReader loans are restricted to Richmond Public Library cardholders 19 years of age and older. If the member is under-age, a parent or guardian must sign the agreement. An eReader may not be borrowed if the member has more than \$10 in fines or has previously violated the eReader Loan Agreement.

LIABILITY: The borrower agrees to assume any and all legal liability for the cost of replacement in the event of loss due to theft, damage, negligence or misuse.

AVAILABILITY: eReaders can be placed on hold, and must be checked-out and returned in person at the Ask Me or Accounts desk at any branch. eReaders cannot be returned to the book drop to prevent damage. A \$10 fine will be applied for any eReaders returned through the bookdrops.

LOAN PERIOD: eReaders can be borrowed for 28 days, and are non-renewable. eReaders must be returned to the Ask Me or Accounts desk at any branch at least 30 minutes prior to the library closing.

LENDING AGREEMENT: Borrowers MUST read and agree to an eReader Loan Agreement each time an eReader is borrowed.

OVERDUE NOTICES: Borrowers are responsible for returning materials on time. As a courtesy, borrower will be contacted by automated messages/email if the eReader is not returned by the due date. The Borrower agrees that if their library account does not include valid contact information (email address; phone number) the Library is not responsible for contacting the borrower.

FINES: Overdue fines of \$5 per day will be charged, to a maximum of \$150, after which time the full cost of replacement will be applied to the Borrower's account until the eReader is returned.

REPLACEMENT AND DAMAGE FINES: The borrower assumes full financial responsibility for a lost, stolen or damaged eReader. eReaders 14 days overdue will be assumed lost and the full replacement fee will be applied. The full placement fee for the eReader will be charged for any damage incurred. Any malfunction of eReader equipment should be reported immediately to the Library.

Replacement fees are as follows:

Item	Cost
Kobo Touch eReader	\$80
Kobo eReader Case	\$35
USB cable	\$15
Materials & Processing	\$20
Full Replacement	\$150

RETURNS: eReaders must be returned in-person to staff at the Ask Me or Accounts Desk of any library branch. The borrower will be required to wait while the eReader is checked to ensure all equipment is intact.

USER SUPPORT: Staff will provide a basic demonstration of the eReader functions upon check-out.

Upon Checkout, the Borrower is agreeing to the following:

I _____ (*print name*) have read and understand the **Richmond Public Library Kobo eReader Loan Agreement** described above. In the event of loss or damage while signed out in my name, I understand that I am financially responsible for the eReader and its accessories. I agree that if I do not return the eReader, Richmond Public Library has the right to pursue the replacement costs through a Collections Agency.

Signature

Date