

Randall Library – Stow, MA
100-00012 – Rev 02 – August 2022
E-Book Services Policy

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In order to make equitable use of the Minuteman Library Network's e-books and to provide materials available only in digital formats to patrons the Randall Library has available e-readers for patron use. The devices are made available for in-library use to library patrons and for circulation to Stow library card patrons only. Any patron who wishes to receive an e-reader to use must complete a Randall Library E-Reader Borrowing Agreement.

Content of Randall Library e-readers is subject to the Randall Library Collection Development Policy.

In-Library E-book Usage

- E-readers will be loaned to patrons on a first-come first-served basis and only to patrons with valid Stow Minuteman cards in good standing.
- Non-Stow library card holders may only borrow a Randall Library e-reader for use in the library.
- E-readers can only be used in the building and cannot be used on the library grounds.
- E-readers can be borrowed for 2 hour loan periods
- E-readers must be checked out from the Circulation Desk.
- Cardholders will be charged the cost any e-reader not returned to the Circulation Desk at the end of the loan period.
- E-readers cannot be place on "hold" for a patron.
- No additional content can be downloaded to any e-readers.

E-readers in Circulation

- Only Stow library card holders may receive an e-reader for circulation.
- E-readers will be loaned to patrons on a first come first served basis and only to patrons with valid Minuteman Stow library cards in good standing.
- E-readers can only be checked out for 3 week loan periods and cannot be renewed.
- Borrowers of e-readers will be charged \$25.00 for any circulating e-reader not returned to the Circulation Desk (e-readers cannot be placed in the book drop).
- Patrons will be charged the value of any e-reader returned damaged or rendered unfit for future circulation.
- Borrowers who return e-readers late will be charged \$5.00 per day.
- No content can be added to any e-reader by a borrower.
- E-readers should be fully charged when returned.

Adopted on June 11, 2014

Second Review on August 2, 2022