

KEEP THE KINDLE WITH YOU. DO NOT LEAVE IT UNATTENDED. THE BORROWER MUST PAY THE LIBRARY FOR A LOST OR STOLEN KINDLE.

Guam Community College Library - Kindle Loan Policy

Phone: [\(671\) 735-0228](tel:6717350228)

E-mail: gcc.library@guamcc.edu

Overview

GCC Library offers a Kindle checkout service to GCC students, staff and faculty. The library owns four standard Kindle Readers with 6" display screens that are pre-loaded with selected books. A Kindle in this document refers to a Kindle Reader, a Kindle Power Adapter, a USB cable and a carrying case.

Limits & Availability

- Currently enrolled GCC students, staff, or faculty may borrow and use the devices. Community users may not borrow a Kindle.
- Patrons having overdue books or fines are ineligible to check out a Kindle.
- An eligible patron is allowed to borrow one Kindle at a time.
- Borrowers may not delete or copy any existing e-books or copy any other data loaded on a Kindle reader.
- If all Kindles are checked out, a patron may place his or her name and contact information on a Kindle waiting list.

Checkout Procedure

- A patron borrowing a Kindle should read and agree to abide by the "GCC Library Kindle Loan Policy."
- A patron borrowing a Kindle is required to present a valid GCC ID card.
- A borrower must sign the Kindle Checkout Agreement before he or she can take a Kindle away from the Circulation Desk.
- At the time of checkout, the Kindle will be inspected by a circulation staff member to make sure it is intact and functioning properly.
- The Kindle will be checked out to the borrower's GCC Library account.

Loan Period & Renewals

- The checkout period for each Kindle is seven days. All borrowed Kindles must be returned to the circulation desk.
- A borrowed Kindle can be renewed for another seven days, given if no other eligible patrons are waiting to borrow it.

Check-in Procedure

- When returning one of the devices, the borrower should allow five minutes for the circulation staff member or a student worker to check the equipment.
- **The borrower must return the Kindle to a circulation staff member or a student worker at the circulation counter.** Do not leave a Kindle unattended at the circulation counter.
- A staff member or a student worker will verify that all parts are present and that the Kindle reader and all accessories are in good working

KEEP THE KINDLE WITH YOU. DO NOT LEAVE IT UNATTENDED. THE BORROWER MUST PAY THE LIBRARY FOR A LOST OR STOLEN KINDLE.

KEEP THE KINDLE WITH YOU. DO NOT LEAVE IT UNATTENDED. THE BORROWER MUST PAY THE LIBRARY FOR A LOST OR STOLEN KINDLE.

order. The Kindle will then be checked in from the borrower's library account.

- **Do not return the Kindle in the book drop.**

Fines & Liability

- A patron's privilege to check out a Kindle may be removed for one semester if the patron fails to return loaned equipment by the due date on more than two occasions or leaves before the check-in procedure is complete.
- A fine of \$5.00 per day will be levied for an overdue Kindle.
- After one week an unreturned Kindle will be considered lost. The patron will be billed for replacement fees.
- If an overdue Kindle is returned after one week in good condition, the fees for replacement can be waived, but all overdue fines will remain.
- The borrower is responsible for making sure that the Kindle is in working order and without physical damage at the time of check out.
- In the event of damaged Kindle, a library staff who will determine if damage is the result of normal wear and tear. The borrower will be fiscally responsible for any damage to a Kindle if the responsibility is determined to be his/hers.
- Do not leave the Kindle unintended at the circulation counter under any circumstances. The library is not responsible for a lost or stolen Kindle at the circulation desk before it is checked in.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the Kindle or its associated peripheral equipment during the period it is on loan or **its replacement costs should it be lost or stolen.**
- The replacement fee for a standard Kindle is \$139, for a standard Kindle carrying case is \$29.99, and for a Kindle Power Adapter and a USB cable are \$19.99. The replacement processing fee is \$25.

Troubleshooting Problems & Questions

- If patrons experience problems with Kindle hardware or applications or have questions, they should ask either a Reference Librarian or a circulation staff member for assistance.

I accept the terms of the GCC Library Kindle Policy:

| | |
|--|----------------------|
| _____ Signature Student/Faculty/Staff | _____ Date |
| _____ Print Name Student/Faculty/Staff | _____ Date |

KEEP THE KINDLE WITH YOU. DO NOT LEAVE IT UNATTENDED. THE BORROWER MUST PAY THE LIBRARY FOR A LOST OR STOLEN KINDLE.