

E-Devices Use

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American University of Armenia

Policy for Publication

Policy Number: LIBR20210008

This policy governs borrower use of the Library's e-devices.

AUA's AGBU Papazian Library offers a limited number of:

- Kindle e-readers
- Tablets
- Laptops

Borrowing

Borrowers must present a valid university ID card at the Circulation Desk and be responsible for the safe handling and return of the device to the Library. Borrowers must report any problems with the e-device hardware or software to Library staff immediately. Borrowers are responsible for lost or damaged devices and must cover the cost of repair or replacement.

Kindle e-readers can be borrowed for a 3-hour period and can be renewed if no one else is waiting to borrow it. Additional books or any other Kindle formats should not be added, downloaded, or deleted from the e-reader without Library administration's prior permission.

Laptops can be borrowed for in-library use only. The checkout period is 90 minutes, at which time the laptop must be returned to the Circulation Desk. If no one is waiting to use the laptop it may be checked out again for another 90 minutes. The borrower's files should be erased from the laptop until the laptop is returned.

Tablets can be borrowed for in-library use and requested in advance by instructors for classroom use and for exams.

Failure to comply with this policy will result in loss of privileges of using Library e-devices.