# Developing and Maintaining E-Reader Policies & Procedures for Libraries

**Description:**  This webinar focuses on the nuts and bolts of serving patrons with gadgets, including policies and procedures for libraries lending e-readers and for patrons using their own readers to access library e-book collections.

**Presented by:** David Newyear, Manager Branch Services, Mentor Public Library, Ohio; and Ming Heraty, Manager, Reference & Advisory Services, Arlington Heights Memorial Library, Illinois

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| **What are your goals for viewing this webinar?** | |
| **Personal Goals** |  |
| **Team Goals** |  |

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| **Discussion Questions: E-Readers at Your Library – Yes, No, Maybe, or…?** |
| What is your perspective on e-readers: should libraries circulate them?  Does your library have e-readers?   * If so, discuss why it was decided to add them. What criteria were considered in the decision (e.g., patron requests, support of local authors, alternative formats to Overdrive, etc.) * If your library does not have e-readers, discuss the reasons why not. |
| **Discussion Questions: Policies and Procedure for E-Readers** |
| If your library circulates e-readers, describe your policies and procedures, especially in regard to the questions below.   * Devices offered: which to choose, and why? * Security: how do you keep devices secure? What content can patrons download or purchase, and how? * Circulation: what are your procedures? * User agreements: who can borrow what, and for how long? * Cataloging: how is content cataloged? * Maintenance and support: who is reponsible?   If your library does not currently circulate e-readers, discuss how you would approach the above-mentioned questions. |
| **Action Plan** |
| Both of the presenters in the webinar discussed how their libraries first ventured into circulating e-readers, and how they needed to adjust their policies and procedures along the way.  ***First steps?*** If your library **has not yet started** its venture into offering e-readers, outline below what some first steps would be for doing so (e.g., pitch the subject to your management and/or board, establish a working group to develop a report, seek out prospective funders, research vendors and guidelines, etc.).  1.  2.  3.  4.  ***Time for an update?*** If your library **has** e-readers, are there any policies or procedures that you have “outgrown,” or that are now outdated due to quickly shifting technology, or other factors? Are there any areas in your current guidelines and/or procedures that could be improved?  If so, describe what these areas are, and outline your ideas for how these should be updated.  1.  2.  3.  4. |

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| **Notes** |
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