

**Procedure**  
**Downloadable Audiobook on MP3 Player**

*Revised January 26, 2006*

**Taking Requests**

- Patrons may request audiobook titles in person or by phone.
- Complete top part of the request/agreement form. More than 1 title may be requested if they can fit on the available player. T.S. will make the determination at download time. (the 1 GB player may be able to hold up to 3 titles, depending on the file size—check availability of the larger players)
- Patrons may borrow only 1 player at a time.
- Inform patron that download requires 1 business day (M-F). The Library will phone when it is ready.
- Place the request form in Rosalie's mailbox.

**Loaning the Player**

- When the player is loaded, T.S. staff will place it and the agreement in the reserve/call area at circ. Once the call is made, keep the player in the reserve waiting area for no longer than 7 days. If unclaimed after a week, give it back to T.S.
- On pickup, have patron read and sign the borrowing portion of the agreement and take the \$20 deposit. Clip the money to the agreement. File in the envelope in the drawer marked MP3 players.
- Ask patron if headphones are needed. They can be purchased for \$2, or lice-free ones can be loaned at no cost.
- Check the player out to the patron. For extended loans beyond the 2 weeks, please speak to T.S. (audiobook "disintegrates" after 21 days without renewal). Patron is allowed 1 renewal.
- Instructions for operating the player are included in the kit bag, we cannot provide instructions at the Circulation Desk. Patrons can call tech. support at iRiver 800-399-1799. They are very helpful. iRiver will ask for person's name, phone and email in case they need to communicate further, but will not violate privacy or ask for a proof of purchase.

**Renewals**

- Patrons are allowed 1 renewal on the player.
- T.S. staff will handle all renewals.
- Renewals may be done over the phone or in person. No online renewals are permitted, since both the player and the audiobook itself must be renewed.
- If a T.S. person is not available to handle the renewal, pull the agreement form and place in Rosalie's box requesting the renewal.

**Returns**

Check all items in kit bag:

MP3 player	Wristband
Plastic carrying case holding player	Headphones (optional)
Lanyard	Instructions
Clip to hold lanyard on player	Extra battery (unless used in player)
Battery in player	

If all parts are intact, return deposit and have patron sign receipt of deposit. Staff signs certification. Fill out receipt copy on bottom of form, tear off and give to patron.

If all parts are not intact, charge as follows:

- If the MP3 player is lost or damaged, borrower is responsible for reimbursing the library the cost of the unit \$99.00.
- In addition, if any accessory part of this MP3 player kit is missing or damaged upon return, patron agrees to reimburse the library \$20.00 per missing part up to \$99.