

Please Fill Out In Order to Check Out the Kindle Fire E-Reader

- **Do Not Register this Kindle under your personal Amazon account, or De-Register the Device.**

Borrower must be 18 years old with a valid photo ID and library card in good standing

(No fines or overdue items or restrictions on card) Staff will take a copy of the patron ID, the check required for deposit, and a copy of this signed contract to keep in the office until the item is returned. A copy of the agreement should go in the packet with the device. Check that we have current contact info for the patron.

I, _____, take full financial responsibility for the Kindle Fire I am checking out on: _____. The replacement cost of the Kindle and its protective case will be \$240.00 should the item be lost, stolen, or broken while in my care. I will pay the replacement fee of \$240.00 if I fail to return the item at all, or, in unusable condition.

The following staff member checked the device before it was checked out:

_____ and the device is in working order at the time I am checking it out. Patron Initials: _____

An overdue fee of \$1.00 per day (up to a total of \$25.00) will be charged if the Kindle is late...a 14 day check-out period is in place for the device. If the device is more than 25 days overdue and the patron does not return it, the library will proceed with the process below to cash the check provided, and bill the patron for the remainder of the cost of the device, in order to replace the device. The patron will be contacted before any action is taken.

A check for the amount of \$100.00 is attached to be used in the event of damage or loss. **Any returned check fees will be passed on to the patron.** Should the check be returned or stop payment is in place, the account will be turned over to the Barrington Police. We will contact the patron first to try and resolve the issue.

All checks will be shredded, or returned to the patron, upon return of the Kindle in working condition and all checks will be kept in a locked cabinet while in the library.

See Over for Use of Kindle Policies----->

Staff Use Only:

_____ Reader is functional /No Damage _____ Downloaded EBooks Removed

_____ Reader is Re-Charged _____ All Parts are in the Bag _____ Check Returned to Patron

_____ Returned in Outdoor Drop Box, Charge \$25.00 Fee on Circ. System

I agree to follow the directions below regarding use of the Kindle Reader:

- Please do not register the Kindle at Amazon with a personal credit card to purchase items. Only items loaded by the library may be read using the library Kindle. No purchased items may be loaded onto this device. If there is a free item from Amazon you wish loaded, ask a staff member to do so.
- If a patron would like a title from the NH Downloadable site, the item should be downloaded at the time of check out on a library computer, using the library Amazon Account. Patrons need to ask staff to download titles they have in their current Overdrive cart. <http://nh.lib.overdrive.com>
- Books Downloaded: **These items to be deleted by staff at time of check-in**

- **Please note that books downloaded from Overdrive check out for only 2 WEEKS.**
- If the patron wishes a particular free e-book from Project Guttenberg http://www.gutenberg.org/wiki/Main_Page to be loaded onto the Kindle, they may request this from the staff. A pre-request of 24 hours notice is required in order for staff to have time to load the book before pick up by the patron.
- Please do not use your personal Amazon account with the library Kindle.
- If you use apps or e-mail with personal information the library will not be held responsible. We urge you NOT to enter any personal information into this device!
- Please do not let anyone else borrow the Kindle or allow children to play with the device.
- Please treat the device well and keep it safe from water or being dropped.
- Please return all parts of the device, including the wall outlet adapter, protective sleeve, and direction manual. Any missing items may result in charges.
- **Please return the device inside the library directly to a staff member.** The device may not be returned in the outdoor or indoor drop boxes. If the Kindle is returned in the drop box, a \$25.00 minimum fee will be charged to the patron for unnecessary wear and tear on the device. Do not leave the Kindle on the circulation desk if a staff member is not present.
- **Have fun learning about the Kindle and E-Books!**

Patron Signature: _____

Date: _____