

## Please Fill Out In Order to Check Out the **Nook Color E-Reader**

- **Do Not Register this NOOK Color under your personal Adobe Digital Editions account**

**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 Nook Color Device I am checking out on: \_\_\_\_\_. The replacement cost of the Nook Color and its protective case will be \$280.00 should the item be lost, stolen, or broken while in my care. I will pay the replacement fee of \$280.00 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 Nook Color 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 in order to replace the device. The patron will be contacted before any action is taken.

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**A check for the amount of \$100.00** is attached to be used in the event of damage or loss. The remainder of the full cost to be billed to the patron. **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 Nook in working condition and all checks will be kept in a locked cabinet while in the library.

**See Over for Use of Nook Policies----->**

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### Staff Use Only:

\_\_\_\_ Reader is functional /No Damage    \_\_\_\_ Downloaded EBooks Removed    \_\_\_\_ Removed any saved passwords for e-mail or Social Networks    \_\_\_\_ Reader is Re-Charged    \_\_\_\_ All Parts are in the Bag    \_\_\_\_ Web History Cleared\_\_\_\_  
\_\_\_\_ 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 Nook Color Reader:**

- Please do not register the Nook Color at Barnes & Noble with a personal credit card to purchase items. Only items loaded by the library may be read using the library Nook. No purchased items may be loaded onto this device. The device is password protected to keep purchases from being done.
- 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 Adobe Digital 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**  

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- **Please note that books downloaded from Overdrive check out for only 2 WEEKS.**
- If the patron wishes a particular free e-book from Project Gutenberg [http://www.gutenberg.org/wiki/Main\\_Page](http://www.gutenberg.org/wiki/Main_Page) to be loaded onto the Nook, 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 Adobe Digital Editions account with the library Nook Color. Please do not put any passwords for e-mail or other apps into the device. Should you leave passwords loaded and another patron gains access to your e-mail or other apps, the library will not be held liable.
- Use of the web on this device must follow the acceptable use guidelines included in this packet. If sites which do not meet these standards are found in the history, you will not be allowed to check out further devices. Please know that your search history may be viewed by others if the history is not cleared before return.
- Please do not let anyone else borrow the Nook Color or allow children to play with the device without supervision.
- Please do not link to your Social Networking accounts as others may gain access to your accounts. The library holds no responsibility for such if you choose to link your accounts!
- Please treat the device well and keep it safe from water or being dropped.
- Please return all parts of the device, including the cable, 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 Nook Color 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 Nook Color on the circulation desk if a staff member is not present.
- **Have fun learning about the Nook Color and E-Books!**

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_