

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

- **Do Not Register this NOOK 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 Device I am checking out on: _____. The replacement cost of the Nook and its protective case will be \$235.00 should the item be lost, stolen, or broken while in my care. I will pay the replacement fee of \$235.00 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 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 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----->

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 Nook Reader:

- **Please do not register the Nook 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.**
- 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**

- **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 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.**
- Please do not let anyone else borrow the Nook 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 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 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 on the circulation desk if a staff member is not present.
- **Have fun learning about the Nook and E-Books!**

Patron Signature: _____

Date: _____