

Wiggin Memorial Library
E-Reader Policies & Procedures

User Agreement for Borrowing the NOOK E-Reader

Borrower must be 18 years old with a valid license and library card in good standing. Borrower must sign this agreement and confirm his/her contact information at the time of checkout.

I, _____, take full responsibility for the NOOK device I am checking out. The replacement cost of the NOOK, its protective case, its USB cord, and its charging plug will be \$200.00 if the item is lost, stolen, or broken while in my care. I will pay the replacement fee of \$200.00 if I fail to return the item at all, or in unusable condition (to be determined by the library director).

I agree that the device is in working order at the time I am checking it out. I agree to the Wiggin Memorial Library's Rules for Use of the NOOK E-Reader (on back of this form).

I agree to pay overdue fines of \$1.00 per day if I return the NOOK after business hours on the due date. If the device is more than 25 days overdue and I do not return it, I understand that I will be held responsible for the \$200.00 cost to replace the device if I don't return the device within 3 days of being notified.

I understand that the NOOK must be returned inside the library directly to a library staff member. The device may not be returned in the outdoor or indoor drop boxes. If I return the NOOK in a drop box, I will be charged a \$25.00 minimum fee for unnecessary risk to the device.

User Signature: _____ Checkout Date: _____

Staff Use:

Checkout:

Staff Member Name: _____

- | | |
|---|--|
| <input type="checkbox"/> Reader is functional/No damage | <input type="checkbox"/> Reader settings are correct* |
| <input type="checkbox"/> Reader is charged* | <input type="checkbox"/> Protective cover is installed |
| <input type="checkbox"/> USB Cord & Plug are included | <input type="checkbox"/> Copy of user's license is attached to agreement |
| <input type="checkbox"/> Confirmed user contact info | <input type="checkbox"/> Gave user copy of this completed agreement |

Check in:

Staff Member Name: _____ Return Date: _____

- | | |
|---|--|
| <input type="checkbox"/> Reader is functional/No damage | <input type="checkbox"/> Reader settings are correct* |
| <input type="checkbox"/> Reader is charged* | <input type="checkbox"/> Protective cover is installed |
| <input type="checkbox"/> USB Cord & Plug are included | <input type="checkbox"/> Expired titles have been deleted* |

\$_____ late fine recorded or paid (circle)

\$25 bookdrop fee recorded or paid (circle)

**See Staff Procedures*

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Using the NOOK reader:

- ☑ Do NOT register the NOOK at Barnes & Noble with a personal credit card to purchase items. If the library's registration is disturbed by a user, the user will be responsible for the \$200 replacement cost
- ☑ Do NOT connect the NOOK to your personal computer with a personal Adobe Digital Editions account. If the library's registration is disturbed by a user, the user will be responsible for the \$200 replacement cost
- ☑ Do not let anyone else borrow the NOOK or allow children to play with the device
- ☑ Be cautious with the NOOK and keep it safe from water or being dropped
- ☑ Return all parts of the device, including the USB cable, the Plug, and protective case. Any missing items may result in charges
- ☑ Return the NOOK inside the library directly to a staff member. If the NOOK is returned in a drop box, a \$25 minimum fee will be charged to the user. Do not leave the NOOK on the circulation desk if a staff member is not present

Available E-books:

Pre-loaded E-books:

The Wiggin Memorial Library's NOOK reader is available mainly as a demonstration unit for library users to try out the device. We have preloaded a variety of titles so that you can see what reading a book on the NOOK is like. You can just use our preloaded titles, or you may request to have additional available titles loaded on for your loan period. You should pre-select additional titles before coming to the library to pick up the NOOK.

Overdrive E-books:

- Using your account at Overdrive (the code 4605+your library card number), "check out" a title or titles that you would like to read. You can have up to 3 titles at one time for a loan period of 14 days. Titles may be returned early if there are other e-books that you would like to borrow. If you need help checking out e-books, please visit the library or call 772-4346. *See the "tips" sheet for ways to search only available titles in Overdrive*
- Come to the library to pick up the NOOK. Tell the librarian that you have checked out titles that you need to have loaded onto the NOOK. We will load the title(s) for you to maintain the device's registration. You will have 14 days to read the title(s) – the same loan period as the NOOK

Google Books or Project Gutenberg:

- These services both have Copyright and Digital Rights Management-Free titles that can be downloaded:
<http://books.google.com>
http://www.gutenberg.org/wiki/Main_Page
- Come to the library to pick up the NOOK. Tell the librarian that you have located titles to be loaded onto the NOOK. We will load the title(s) for you to maintain the device's registration.