

## E-Reader/Nook Circulation Policy and User Agreement

Nooks are available for check out to those in possession of a valid and fine-free library card; patrons must be 18 years old or older to check out a Nook. The checkout limit is one Nook per household at any given time. Any patron wishing to check out a Nook must first sign a Nook E-Reader User Agreement. The library will require a photo ID with current address when signing the user agreement, and reserves the right to ask for a photo ID in addition to the library card before checking out a Nook to any patron.

Nooks must be returned to a staff member; do not leave a Nook on the circulation desk if a staff member is not present to receive it. Nooks may not be placed in a book drop. Returning a Nook in a book drop will result in a \$20 minimum fine. The library reserves the right to refuse checkout of a Nook to anyone who abuses the equipment, is repeatedly late in returning the Nook, or who places a Nook in a book drop.

Nooks circulate for two weeks. They may not be renewed. Nooks will not be available for patron-placed holds; they can, however, be placed on hold for a patron by a staff member. Patrons may not add content to the Nook except through the library's Overdrive service, and will be responsible for any purchases made in disregard of this policy.

The library does not assume responsibility for lost or corrupted files for any reason. The library is not responsible for any liability, damages, or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of the device. Any use of the device for illegal purposes, or unauthorized copying of copyright-protected material in any format is strictly prohibited.

Overdue fine for a Nook is \$1.00 per day, with a maximum overdue fine of \$20.00.

There is a \$100 replacement fee for a lost or damaged Nook. Public service staff will verify that the following Nook items are returned in good condition:

1. Nook reader
2. Nook cover
3. Nook USB cable
4. Outer protective envelope

Pittsylvania County Public Libraries Nook E-Reader User Agreement

Guidelines for Borrowing and Use

- Borrowers must be at least 18 years old.
- Borrowers must have a valid and fine-free library card.
- Borrowers must present library card and a photo ID that includes the current address when signing this agreement.
- Checkout period is two weeks. No renewals. Overdue fine is \$1.00 per day. On the third overdue notice, the borrower will be charged the replacement cost of the device.

***Borrowers understand that there will be a check-in process upon return of the e-reader which could take several minutes.***

I agree [please check boxes before signing]:

- To return the device inside the library directly to a staff member who will check in the device in my presence. I will NOT return it to a book drop.
- That the software and settings may not be altered, and nothing can be added or removed from the Nook's internal storage other than books through the library's Overdrive service.
- To pay full replacement costs should the e-reader or any peripherals be lost, stolen, not returned, or damaged in any way.
- To read and abide by the Nook circulation policy.

Replacement costs:

Nook e-reader: \$100

Nook USB charging cable: \$10

Nook protective cover: \$20

Outer protective envelope: \$10

**I have read this document and the Nook circulation policy and my signature indicates that I agree to comply with these documents and policies.**

**Print name** \_\_\_\_\_

**Patron signature** \_\_\_\_\_

**Library card number** \_\_\_\_\_ **Date** \_\_\_\_\_

*Approved January, 2013*