

Calvert Library ereader User Agreement

for Borrowing the NOOKcolor or Kindle ereader

Guidelines for Borrowing and Use

- Borrowers must be at least 18 years old.
- Have presented a picture ID that includes current address.
- Have a library account in good standing.
- Checkout period is 3 weeks. Overdue fine is \$1.00 per day. If not returned within 28 days of being overdue, borrower will be charged the replacement cost of the device.
- There will be a check-in process upon return of the ereader which could take several minutes.
- Please return device fully charged.

I agree:

- To return the device *inside* Fairview Prince Frederick Southern Twin Beaches *directly to a library staff member who will check in the device in my presence. I will NOT return to a drop box.*
- The software and settings may not be altered, and nothing can be added or removed from the NOOK's internal storage.
- To pay full repair and/or replacement costs should the ereader or any peripherals be lost, stolen, not returned or damaged in any way (e.g. water, extreme temperatures or excessive tobacco smoke)
- To read and abide by the FAQ. There are instructions about how to safely and securely use the device.

I have read this document and the "Customer FAQs & Use Instructions" and my signature indicates my agreement to comply with these documents.

Print Customer Name: _____ Checkout Date: _____

Customer Signature: _____ Due Date: _____

Replacement Costs

NOOKcolor ereader	\$249	Kindle ereader	\$149
NOOKcolor USB charging cable	\$15	Kindle USB Charging Cable	\$10
NOOKcolor Charger	\$25	Kindle Charger	\$20
NOOKcolor Protective Cover	\$20	Kindle Protective Cover	\$35
"eRead with Calvert Library" Bag	\$21	"eRead with Calvert Library" Bag	\$21

Staff Use

Checkout:

Staff Member Name: _____ Customer Barcode: _____

- | | |
|--|---|
| <input type="checkbox"/> Confirmed user contact info in Workflows | <input type="checkbox"/> ereader settings are correct* |
| <input type="checkbox"/> Check out on customer's card | <input type="checkbox"/> ereader is charged |
| <input type="checkbox"/> Reviewed Guidelines on reverse | <input type="checkbox"/> Write due date and item barcode on agreement |
| <input type="checkbox"/> ereader is functional/No damage | <input type="checkbox"/> Gave customer copy of completed agreement (both sides) |
| <input type="checkbox"/> Cover, USB Cord & Plug are included & undamaged | |

Check in:

Staff Member Name: _____ Return Date: _____

- | | |
|--|--|
| <input type="checkbox"/> ereader is functional/No damage | <input type="checkbox"/> ereader settings are correct* |
| <input type="checkbox"/> ereader is charged | <input type="checkbox"/> NC-Clean screen w/ dry microfiber cloth |
| <input type="checkbox"/> Cover, USB Cord & Plug are included & undamaged | <input type="checkbox"/> Discharged from customer's card |
| <input type="checkbox"/> fine/fee recorded or paid or N/A (circle) | |

Library Contact Information

calvert.lib.md.us

Calvert Library
Prince Frederick
 410-535-0291 or 301-855-1862

Fairview Branch
 410-257-2101

Southern Branch
 410-326-5289

Twin Beaches Branch
 410-257-2411

*NOOKcolor Settings

- | Check out | Check In |
|---|--------------------------|
| <input type="checkbox"/> <i>Library-My Shelves</i> : blank bottom row (nothing archived) | <input type="checkbox"/> |
| <input type="checkbox"/> <i>Device Info</i> : Check battery level. No SD card. | <input type="checkbox"/> |
| <i>About Your NOOKcolor</i> | |
| <input type="checkbox"/> <i>Owner</i> : Calvert Library | <input type="checkbox"/> |
| <input type="checkbox"/> <i>Account</i> : library email address | <input type="checkbox"/> |
| <input type="checkbox"/> <i>Wireless</i> : Off | <input type="checkbox"/> |
| <input type="checkbox"/> <i>Home</i> : Clear Keep Reading List & Daily Shelf | <input type="checkbox"/> |
| <input type="checkbox"/> <i>Media Shortcuts, Recommendations & LendMe</i> are unchecked | <input type="checkbox"/> |
| <input type="checkbox"/> <i>Shop</i> : Check mark in Require password | <input type="checkbox"/> |
| <input type="checkbox"/> Clear Shop Recent Searches-should be grayed out | <input type="checkbox"/> |
| <i>Security-Restrictions</i> | |
| <input type="checkbox"/> Should have to enter passcode, Social checked | <input type="checkbox"/> |

*Kindle Settings

- | Check out | Check In |
|--|--------------------------|
| <i>Press Home</i> | |
| <input type="checkbox"/> <i>Battery icon</i> in top right corner (>1/2) | <input type="checkbox"/> |
| <input type="checkbox"/> <i>Archived Items (0)</i> in title list | <input type="checkbox"/> |
| <i>Press Menu</i> | |
| <input type="checkbox"/> <i>Turn Wireless On</i> means wifi is off | <input type="checkbox"/> |
| <i>Select Settings from Menu</i> | |
| <input type="checkbox"/> <i>p. 1 Registered User</i> : Calvert Library | <input type="checkbox"/> |
| <input type="checkbox"/> <i>p. 2 Voice Guide</i> : should say "turn on" | <input type="checkbox"/> |
| <input type="checkbox"/> <i>p. 2 Popular Highlights</i> : should say "turn on" | <input type="checkbox"/> |
| <input type="checkbox"/> <i>p. 3 Public Notes</i> : should say "turn on" | <input type="checkbox"/> |
| <input type="checkbox"/> <i>p. 3 Annotations Backup</i> : should say "turn on" | <input type="checkbox"/> |