

## **Houston-Love Memorial Library NOOK Checkout Policy and User Agreement**

Patrons must be at least 18 years old and must present a current library card and a valid picture ID to check out a NOOK. Under no circumstances may a patron use another patron's library card or ID. The borrower must sign this agreement and confirm his/her contact information at the time of checkout. A patron may only borrow one NOOK at a time.

I \_\_\_\_\_, take full financial responsibility for the NOOK device I am checking out and agree to pay the replacement cost of \$200 if the item is lost, stolen, or broken while checked out to me. I agree to pay the \$200 replacement fee if I fail to return the NOOK or if I return the NOOK in unusable condition (to be determined by the library director). I understand that fees will be charged to replace any parts damaged or unreturned including the protective cover. The cost to replace the protective cover will be \$10.

I understand that this NOOK is available for a checkout period of 28 days. I agree to pay overdue fines of \$1 per day if I return the NOOK after business hours on the due date. I understand that I will be notified if I hold the device 3 days past its due date. I understand that I will be held responsible for the replacement cost of \$200 if I do not return the device within 3 days of this notification.

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 understand that I will be charged a minimum of \$25 for unnecessary risk to the device. I will not leave the NOOK on the circulation desk if a staff member is not present.

I am aware that non-payment of any fees or fines associated with the NOOK will be pursued through the small claims court.

I will not tamper with the device's hardware, software, or settings. I will use the NOOK only to read the titles and applications that have been preloaded and will not upload any titles myself, so that I do not affect the library's registration. I will not register the NOOK at Barnes & Noble with a personal account or connect it to a personal computer with a personal Adobe Digital Editions Account. If I disturb the library's registration, I understand that I will be responsible for the \$200 replacement cost. If I am in need of assistance with any settings or materials, I will bring it to the library and not attempt to make adjustments myself.

I agree that the device is in working order at the time of my checkout. I confirm that I have read and agree to the Houston-Love Memorial Library's Rules of Use for the NOOK e-reader, provided at the time of check-out.

**User Signature:** \_\_\_\_\_ **Date of Checkout:** \_\_\_\_\_  
**Library Card #:** \_\_\_\_\_ **Current Phone #:** \_\_\_\_\_