

# Central Carolina Community College eReader Loan Policies & User Contract

## eReaders

Central Carolina Community College Libraries are pleased to offer NOOK Color eReaders to our curriculum students, Lee Early College students (LEC), faculty, and staff. Our goal in offering this service is to provide an eReader experience for reading and device testing, as well as to offer library materials in a new format that will increase access to our collections. This also allows borrowers to decide whether this new technology delivers reading in a way that fits their lifestyle before deciding to purchase their own eReader.

## Checking Out Devices

eReader devices may be checked out at the Circulation Desk to borrowers in good standing (who do not owe any fines/fees or have overdue materials) with the CCCC Libraries or the Chatham Community Library. Borrowers must also show their current, valid library card, and read and sign this user contract before a device is checked out to their library account. Borrowers include CCCC curriculum and LEC students, faculty, and staff.

The check-out period is for 3 weeks with no renewals. The devices may be reserved in advance. Only one eReader may be checked out to a borrower at one time. At checkout, the borrower will receive a bundle including the eReader, charging cable, protective case, carrying case, a copy of the loan policies and user contract, and a user guide. Please allow extra time for check-out and return of Nook devices (no later than 30 minutes prior to closing) so that library staff may check that everything is in proper working order.

## Returning Devices

eReaders and all accompanying accessories must be returned during regular library hours to **library staff** at the Circulation Desk of the library from which the device was borrowed. Do not leave the device at the Circulation Desk if it is unattended. **Never return the device in the book drop.** eReaders are fragile and may be damaged if dropped. If an eReader is returned in the book drop, the borrower will be charged the replacement cost of the device regardless of whether it is damaged or not. Please return the eReader in the same operating condition as when it was borrowed and at least 70% charged so that it is ready for the next borrower to use.

## Care and Use of the eReader

NOOK Color eReaders are the property of Central Carolina Community College. Be cautious with the eReader and keep it safe from liquids, food, extreme temperatures (such as in a hot car), and from being dropped or scratched. Borrowers should not allow anyone else to use the eReader while it is checked out on their account, or allow children to play with it. Use of the eReader is restricted to the content installed. Downloading additional content, deleting the installed content, locking the device, or altering settings is not permitted. **Do not erase or deregister the device. If the user deregisters the device, he/she is responsible for taking it to the Barnes and Noble store in Cary, NC so that it can be re-registered after first notifying the library.** Any use of the eReader for illegal purposes, violations of copyrighted material, or transmission of threatening, harassing, or obscene materials is prohibited. If a problem is encountered with the device, please return it to the library immediately.

## Content (eBooks and Apps)

The CCCC Libraries manage the content and applications on the eReaders. Devices are preloaded with a variety of classics, best sellers, and apps. Borrowers may request a title to be purchased and loaded onto a device as library budget funds allow. The library does not acquire textbooks as per our Collection Development Policy. The Netflix app is preloaded for streaming videos through the borrower's personal Netflix account. Several other apps are included. If borrowers make notes, create bookmarks, link to a personal email or social network site, or login to any password-protected site (such as Netflix) or a Wi-Fi spot, the borrower is responsible for deleting their personal information from the device before returning it so that another borrower does not have access to personal information.

## Fines & Liability

Borrowers are financially responsible for damaged and/or lost devices and parts. Any damage or loss will be noted on the borrower's account and billed accordingly. If devices are returned late, the fine shall be \$5.00 per day. If a device is not returned within 21 days, the borrower will be responsible for the replacement cost of the device and its accessories. Fines and replacement fees are as follows:

- **Overdue Fine: \$5 per day**
- **Return to Book Drop Fine: \$200**
- NOOK Color eReader: \$200 (or current market price)
- NOOK Protective Cover: \$30 (or current market price)
- Charger/Power Plug Adapter: \$25 (or current market price)
- Screen Protector: \$10 (or current market price)
- NOOK Carrying Case: \$40 (or current market price)
- **TOTAL REPLACEMENT COST: \$305** (or current market price)

## User Contract

I agree to the above policies, terms, and conditions, and take full financial responsibility for the eReader, accessories, and any associated overdue, damaged or lost fees on my library account. I also certify that I will be the only person using the device checked out on my account. I understand that violation/abuse of these policies will result in loss of eReader check-out privileges. I also understand that if library materials, including eReaders, are not returned and fines paid, my student account may be blocked from registration, and grades, transcripts, and diplomas will be withheld.

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Status (circle one):      CCCC Student      \*LEC Student      Faculty      Staff

### **\*Parents/Guardians of Lee Early College Students** (Must be signed in the presence of library staff.)

Parents/Guardians of LEC students are financially responsible for the device borrowed by their student and agree to the policies, terms, conditions, and fines/fees described in this user contract.

Print Parent/Guardian Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Feedback Surveys

\_\_\_\_\_ Yes, I am interested in participating in user surveys to provide feedback on the eReader service.

Please provide your email address: \_\_\_\_\_

\_\_\_\_\_ No, I am not interested in providing feedback on the eReader service.      **Staff Initials:** \_\_\_\_\_