

**Procedure**  
**Ebook Reader Loan**  
*Revised March 23, 2011*

**Checkouts**

1. Complete top part of the Ebook Reader Agreement form.
2. All Ebook Readers are stored in the cubby cabinet (with the Museum Passes).
3. Instructions for operating the ebook reader are included in the kit bag. We cannot provide instruction at the Circulation Desk.
4. Checkout is for 14 days. Patrons may renew if no holds are pending.

**Returns**

1. Check all items in kit bag:
  - Ebook reader
  - Protective case
  - Power pack and cord
  - Instructions
2. If all parts are intact, sign the certification, fill out receipt copy on bottom of form, tear off and give to patron. If all parts are not intact, charge as follows:
  - If the ebook reader is lost or damaged: \$200
  - If case, cord or power pack is missing, charge per item: \$20