

North Branch Summit County Library

E-Reader User Agreement

Guidelines for Borrowing and Use

Borrowers: Must be at least 18 years old.

Must present a picture ID that includes current address.

Must have a library account in good standing. Sorry, no GUEST cards.

Checkout period is 3 weeks. **Kindles cannot be renewed.** Overdue fine is \$1.00 per day. If not returned within 28 days of due date, borrower will be charged the replacement cost of the device.

There will be a check-in process upon return of the e-reader which could take several minutes.

Please return device fully charged.

I agree:

To return the device inside the **North Branch Library**, directly to a library staff member who will check in the device in my presence. **I will NOT return to a drop box, and I understand that there is a \$25 fine for returning the device to a drop box.**

The software and settings may not be altered, and nothing can be added or removed from the Kindle's internal storage. **I will not turn on the Wi-Fi.**

To pay full repair and/or replacement costs should the e-reader 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 FAQs including instructions about how to safely and securely use the device.

I have read this document and the "Library Kindle FAQs" and my signature indicates my agreement to comply with these documents.

Print Name: _____ Checkout Date: _____

Signature: _____ Due Date: _____

North Branch Summit County Library Kindle FAQs

How can I check out a Kindle?

To check out a Kindle, visit the Information Desk inside the Library. Be sure to bring your library card and current photo ID. You will be asked to sign a User Agreement before checking out, so please allow 30 minutes to ask some questions and complete the check-out process.

How long can I keep the Kindle?

Kindles will check out for 3 weeks at a time.

Can I place a hold request on a Kindle?

Yes. You can request a Kindle just as you would any other library materials. Please be aware that there are currently only 5 Kindles in our collection, so there may be a waiting period.

Can I download e-Books to the Kindle?

No. You may not add or remove any items from the Kindle, or change any settings while you have it. Do not turn on the Wi-Fi (wireless connection to the internet).

Are there late fees?

Yes. There is a late fee of \$1.00 per day if you do not return the Kindle to the library by the due date. 28 days after the due date, you will be charged for the replacement cost of the device.

Can I return the Kindle in the bookdrop?

No. Because a Kindle is fragile, they cannot be returned in the bookdrop. If a Kindle is found returned in the book drop, the user will be charged a \$25 fine.

Where do I return the Kindle?

Kindles must be returned to a staff member at the Circulation Desk inside the Library. All components of the Kindle must be present upon return for the library to consider the item checked in – this includes the Kindle, its cover, the charging cord, adapter, and carrying case. Kindles must be returned at least 30 minutes before the library closes so that staff will have sufficient time to ensure that the returned item is complete and in working order.

What if the Kindle is lost/damaged/stolen while I have it checked out?

Before you can check out a Kindle, you will be asked to fill out a User Agreement, and by signing you accept full financial responsibility for the Kindle and agree to pay all costs associated with damage to or theft/loss of the Kindle and/or the Kindle accessories while checked out to you.

Where can I find information on how to use the Kindle?

The Kindle User Guide is pre-loaded onto each Kindle. For further instructions, ask for help at the Library, or go to the Kindle user guides at Amazon.com from a computer.

Thank you to the Town of Silverthorne and the Town of Dillon for their generous grants toward the purchase of these Kindles.

For Visually Impaired Users Only

Instructions for the Kindle Fire HDX

If a patron states that they are visually impaired and need a voice menu, we can offer them the Kindle Fire HDX. You will need to read them the e-reader user agreement, and have them sign it. Please go over these instructions with them.

Turn Accessibility Features On or Off

With accessibility features, you can magnify the screen and increase the size of text in menus on your Kindle Fire HDX 8.9". You can also navigate your Kindle Fire HDX 8.9" using special gestures, and hear spoken feedback about the items you touch and open.

Important: The accessibility features on Kindle Fire are designed for users with vision, hearing, or mobility impairments. If you turn on an accessibility feature, your Kindle Fire may function differently (such as different gestures for navigation). If your Kindle Fire isn't responding to your touch, or you hear a voice whenever you touch the screen, you may have accidentally turned on the Screen Reader and Explore by Touch.

The Screen Reader and Explore by Touch features are available in English only.

Select your accessibility options:	Description
Accessibility Feature	
	Describes what you touch and interact with on the screen (for example, the title of a book in the carousel)
Screen Reader	Tip: Adjust the Reading Speed of the Screen Reader by pressing the + (increase) and - (decrease) buttons.
Explore by Touch	Allows you to use accessibility gestures to navigate item-by-item and by touch. Your Kindle Fire recognizes five accessibility shortcuts that help you quickly navigate to home, go back, or access Quick Settings, your accessibility settings, or the local context menu. When Screen Reader is turned on, Explore by Touch turns on automatically.
Screen Magnifier	Allows you to use gestures to magnify the screen
Use Large Font Size	Increases the size of the text in device menus
Closed Captioning	Shows captions for movies and TV shows from Amazon Instant Video and web videos in the Silk Browser (when available for the title).
Convert Stereo to Mono	Disables stereo sound and plays all audio through a single channel

Accessibility User Guide Provides a direct link to help instructions covering how to use accessibility features on your Kindle Fire

Explore by Touch Tutorial Provides a guided tour of the accessibility gestures you can use on your Kindle Fire when **Screen Reader** and **Explore by Touch** are enabled

1. To turn on accessibility features:
 - a. Swipe down from the top of the screen to show **Quick Settings**, and then tap **Settings**.
 - b. Tap **Accessibility**.

2. To turn off accessibility features:

- a. Swipe down from the top of the screen with two fingers to open **Quick Settings**.

Tip: If you're on the lock screen, place two fingers on the screen, swipe to the left, and then open **Quick Settings**.

- b. Tap **Settings**, and then double-tap the screen to open the **Settings** menu.
- c. Tap **Accessibility**, and then double-tap the screen to open the **Accessibility** menu..
- d. Next to **Screen Reader**, tap **Off**, and then double-tap the screen to confirm your selection.
- e. In the alert that appears, tap **Continue**, and then double-tap the screen. When the **Screen Reader** is disabled, **Explore by Touch** is turned off automatically.