

Vose Library eReader Borrowing Policy

Vose Library now offers ereaders for our patrons to borrow – so you can try out ebooks and explore this new way of reading. These devices each have a variety of ebooks preloaded for your reading pleasure.

Here's the deal:

- **10 day loan**, and you may renew a device twice unless there is a hold by another patron.
- **Limit: one device per person** at a time.
- **Return the ereader to the circulation staff directly** – do not put it into the bookdrop where it could be damaged. If the ereader is returned in the bookdrop, a \$20 minimum fee will be charged for unnecessary risk to the device.
- **\$1 per day late fee** if you return the ereader after its due date. If the device is over 15 days overdue, you will be notified. If you don't return the device within 5 business days of being notified, you will be held responsible for the replacement cost of the device.

Replacement Costs:	eReader	\$ 90
	Case	\$ 10
	Power cord	\$ 10
	Handling fee	<u>\$ 10</u>
		\$120

By checking out an ereader on your library account, you agree to accept full responsibility for the proper handling, authorized use, and condition of the device until it is checked back in to the Library. This includes financial responsibility for the retail value of the device and accessories if they are lost or damaged.

I agree to the Vose Library eReader Borrowing Policy and Rules for use and take full responsibility for the e-reader I am checking out.

Print Patron Name: _____

Patron Signature: _____

Patron's phone number: _____ Checkout Date: _____

Staff:

Patron must be 18 years old with a picture ID that includes current address and library account in good standing . Patron must sign this agreement and confirm his/her contact information at the time of checkout. Patron has reviewed eReader Rules .

No visible damage. ereader turns on/is functional. Battery indicates 50%+ charge.

USB Cord and instructions included. Protective case is on. ereader settings are correct.

Check out on patron's account.

Settings: Registered User: Helen Vose. Device Name: Vose Library Kindle

Books listed are: Kindle User's Guide, Vose Library eReader Information, Pride and Prejudice, Around the World in 80 Days, Bleak House, and Treasure Island. Others are ok, but these 6 must stay.

Staff Member name: _____

To check Kindle settings:

Press power button.
Press Home button.
Verify book titles.
Press Menu button and arrow down to Settings. Press Select/center button.

Settings: Registered User: Helen Vose. Device Name: Vose Library Kindle

Books listed are: Kindle User's Guide, Vose Library eReader Information, Pride and Prejudice, Around the World in 80 Days, Bleak House, and Treasure Island. Others are ok, but these 6 must stay.

Upon return:

Staff Member Name: _____ Return Date: _____

No visible damage. ereader turns on/is functional. ereader settings are correct.

USB Cord and instructions included in bag. Protective case is on.

Discharged from patron's account.

Battery indicates 50%+ charge. → Charge if necessary before storing.

Turn off ereader before storing it.

To turn off: Press and hold the power button for 7 seconds until screen goes blank. The screen will be white when off.

Charging the Kindle:

Plug the kindle into a computer's USB port with the white USB cable. A lightning bolt will show on the battery icon. When charged, the indicator light next to the power button will turn from orange to green.

When charged, Eject (Mac) or Safely Remove Hardware (Windows):

Mac: Drag kindle icon to trash/eject icon, or click Eject button next to kindle in Finder.

Windows: Right-click the "Safely Remove Hardware icon in the lower right corner of the task bar and follow the on-screen instructions.

Using the Kindle eReader



Power:

To turn on: Press the power button.

To put in sleep mode: press the power button. The screensaver will appear.

To turn off: Press and hold the power button for 7 seconds until screen goes blank.

Buttons:

5-way controller: center button is Select, plus 4 directional arrows.

To select, move arrows until the item you want has a heavy underline and press Select button.

Home button: shows a list of books on the kindle.

Back button: takes you back one screen (not pages!)

Keyboard button: brings up an on-screen keyboard for typing

Menu button: Depending on whether you are on the home screen, menu options include Kindle Store, Settings, Book description, Search this book, Add bookmark, etc.

Next Page, Previous Page buttons are on both sides of the kindle.

Charging the Kindle:

Plug the kindle into a computer's USB port with the white USB cable. A lightning bolt will show on the battery icon. When charged, the indicator light next to the power button will turn from orange to green. To use the kindle while charging, eject/safely remove it from the computer, but leave it plugged in:

When charged, Eject (Mac) or Safely Remove Hardware (Windows):

Mac: Drag kindle icon to trash/eject icon, or click Eject button next to kindle in Finder.

Windows: Right-click the "Safely Remove Hardware icon in the lower right corner of the task bar and follow the on-screen instructions.

Wifi: To connect to wireless networks, Home → Menu → Settings → Wi-Fi Networks

Finding ebooks

Preloaded ebooks: The Vose Library's ereader is preloaded with a variety of classic titles to get you started. You can use our preloaded titles, or you may request to have additional available titles added on for your loan period.

Kindle Store

You may add **free** ebooks from the Kindle Store. Do not purchase anything!

To access the Kindle Store wirelessly: Home → Menu → Shop Kindle Store.

Use the onscreen keyboard to search/browse for books. When you are looking at a particular one, the button says Buy; double-check that the price is \$0.00. The book will be downloaded.

Most classic books published before 1923 will have a free edition available.

Overdrive/Maine InfoNet Download Library

On our website, click the Download Library link. Using your account at Overdrive (your library borrowing number), "check out" a title or titles that you would like to read. You can have up to 3 titles at one time for a loan period of 14 days. Titles may be returned early if there are other ebooks that you would like to borrow. If you need help checking out ebooks, please visit the library. (See also below.)

Using the Overdrive/Maine InfoNet Download Library

1. On our website, click the Download Library link to go to <http://maine.lib.overdrive.com>

Note: If you don't already have a library patron ID number, contact us. You'll need it to check out Download Library books for the Kindle.

2. Search for a book to borrow. **Tip:** Use the Only Available Copies tick boxes to limit your results.
3. Select the title you want to check out, and login with the name of our library and your ID number when prompted.

Tip: Use a personal email address (not your Kindle address) if you need to place a hold.

4. After you have checked out the title, choose Get for Kindle to have it sent to your Kindle. You'll be redirected to Amazon.com's Public Library Loan page for that title. If you're not logged into Amazon, you'll need to enter the login information for our ereader Amazon account:

email: ereader@voselibrary.org

password: ebooks!

5. Choose the Kindle from the Deliver to menu, and choose **Get Library Book** to send the book to the Kindle. **Note:** It needs to access a wireless network to receive the book.

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Do NOT use the Send to Kindle option, since you will be charged a data fee.

It is free to download the MOBI and PDF format file to your computer and transfer it to the Kindle with USB.

Google Books and Project Gutenberg

These services both have copyright and Digital Rights Management (DRM)-Free titles which can be downloaded in usable formats.

<http://books.google.com>

<http://www.gutenberg.org/>

File Formats: Kindle supports these formats: Kindle (AZW), PDF, TXT, unprotected MOBI and PRC.

eReader Rules

Be cautious with the ereader and keep it safe from water, from extreme temperatures (such as in hot cars) and from being dropped or scratched.

Use only the provided USB cable for charging. Be careful when plugging the cable into the ereader so that you do not damage the port.

If you make notes, create bookmarks, login to a password protected wi-fi spot, link your email or social network (Facebook, Twitter, etc.), you are responsible for deleting your information from the device before you return it so that another customer does not have access to the information.

Do NOT change security settings.

Do NOT clean the ereader with anything other than a dry, clean micro-fiber cloth.

Do NOT let anyone else borrow the ereader or allow children to play unsupervised with the device.

Do NOT erase or deregister the device.

Do NOT *purchase* additional books or apps on the ereader.

Do NOT archive or delete books or apps from the device.

If the library's content is disturbed by a user, the charge to the user will be a minimum of \$10, to be determined by library staff.

You MAY add free ebooks that are out of copyright from the following services.

Do not add ebooks that you have purchased, or that are copyright protected.