

## How to Reserve/Check-Out an E-Reader Kit

### General Information:

- eReader Kit:
  - ✓ Must be signed out – person signing form accepts responsibility for the equipment.
  - ✓ Request may be initiated by phone or e-mail to appropriate Technology Services Staff.
  - ✓ Must be picked up and returned by the designated representative of the library system making the request.
  - ✓ Cannot be shipped via commercial carrier.
- A return receipt will be offered upon return of equipment.
- The borrower's responsibility is not released until the receipt is signed.
- Equipment will be packed in appropriate cases and contents of each case will be designated. All equipment must be returned in the appropriate case.
- In case of theft or loss, please report the incident to the local police; then notify MLC. Police report must be provided to MLC.
- Equipment includes Nook, Nook Charger, Nook Case, Kindle, Kindle Charger, Kindle Case, Sony eReader, Sony eReader charger, Sony eReader Case, Kobo, Kobo charger, and Kobo Case.

### Terms and Conditions:

- Equipment must be reserved for staff library use only.
- Equipment must be given good and reasonable care.
- Upon request, equipment will be made available for audit. Please indicate if there are problems with the equipment.
- Equipment will be returned by scheduled return date.
- Damage to the equipment due to improper use or negligence may result in termination of rights to use equipment again.

### Contact Information:

Reserve eReader Kit, schedule pick-up, or notify if equipment is lost or stolen:

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