

## WCPS Nook E-Reader Loan Program

The Washington County Public Schools Library Media Program has a limited number of e-books available for loan to students. Our school library loans Nook e-readers so students may read these e-books.

Borrowing a Nook is a privilege being provided to students with the expectation that they will exercise extra caution and responsibility while using the device and will return the device on or before the due date. Each Nook is valued at \$200.00. For this reason we require parent/guardian permission before a Nook can be checked out to a student.

To be eligible, a student must be in good standing with the school library, agree to follow the Nook loan guidelines and return the completed Nook Loan Application signed by both the student and parent/guardian.

Eligibility to borrow a Nook e-reader will stay in effect for the current school year as long as the student remains in good standing with the school library or until the parent/guardian contacts the school library to end participation.

Parents/guardians may contact the school's library media specialist during school hours for more information. Please share any questions, concerns, or problems experienced while participating in the program.

BISFA Library Media Specialist: Dave Williams

School phone: 301-766-8846

### Guidelines

- A Nook may be borrowed for a three week loan period. Longer loans may be arranged if needed.
- The borrower must inspect the Nook at pickup and agree that it is complete and in good condition.
- The borrower must not loan the Nook to another person.
- The borrower must not tamper with the hardware or existing settings.
- The borrower must protect the equipment from theft and not leave the Nook unattended. The appropriate school and/or police authorities will investigate any loss or any missing components and the borrower is expected to cooperate with such investigations.
- The Nook must be returned in good working order. The borrower is responsible for damage incurred through abuse, misuse, or operation contrary to any instructions.
- The borrower must notify the school library media specialist as soon as possible if the equipment is malfunctioning, damaged, lost, or stolen.
- The Nook must be returned on its due date to the school library media specialist. If the library is not open, the Nook should be returned in person to either the school secretary in the main office, the principal, or an assistant principal.
- The only acceptable reason for the late return of a Nook is an excused absence. If an absence will be longer than one day, the borrower is expected to make arrangements to return the Nook.

### Parent/Guardian Responsibilities and Permission

I am authorizing the loan of a Nook to my child. I understand that it is to be used as a tool for reading and learning and that my child will comply with the WCPS Acceptable Use Policy. I will help ensure the safe and timely return of the Nook within the loan period. I also understand that I am financially responsible for any willful, malicious damage to the Nook. I understand that my child will lose future loan privileges of the device and will be held conduct ineligible if the Nook is damaged or not returned in a timely manner.

### Student Responsibilities

I agree to take care of the Nook while it is in my possession. I will not throw, drop, or damage the Nook in any way. I understand the Nook is a fragile device and must be handled with special care. I will not leave the Nook unattended or give the Nook to another student for his/her use. I will use the Nook in the appropriate manner including not changing any settings. I agree to return the Nook in good condition at the conclusion of the loan period.

---

### Nook Loan Application *Please complete and return to the school library media center.*

We (parent/guardian & student) apply for occasional short-term loan of a Nook e-reader from the school library media center. We have read and understand the program information and agree to abide by the guidelines and responsibilities.

\_\_\_\_\_  
**PRINT** student last name, first name

\_\_\_\_\_  
student signature

\_\_\_\_\_  
**PRINT** parent/guardian name

\_\_\_\_\_  
parent/guardian signature

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

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