

Nook Circulation Information

Fees & Loan Period

- Loan Period: 1 week
- No Renewals
- Overdue Fee: \$1 per day / \$5 max
- Replacement Fees: **Total \$250 (Max)**
 - Nook: \$160
 - Cover: \$30
 - Cord and/or Power Adapter: \$15
 - Carrying Case: \$10
 - Processing Fee for Nook: \$35
 - No processing fees for case, cover, cord/adapter



Conditions for Checkout/Placing Request

- No TC or RJ
- Card must be in good standing with photograph attached OR must show photo ID

Request Procedures

- We now have 12 Nooks all on one bib record! Request using usual procedures.
- Arrived holds will be kept for 3 days

Checkout Procedures

- Circ staff will verify contact information & photo/ID
- Make sure case has Nook, cover, cord & adapter, Nook brochure & battery instructions
- Review brochure guidelines with patron; especially:
 - Emphasize returning IN PERSON - same location preferred but not required
 - Point out replacement cost \$250
 - Point out power button & tell patron Nook can be left in "Sleep Mode" when not reading
 - Remind them that all parts need to be returned: Case, Cover, Nook, Cord & Adapter
- Refer additional questions to reference desk

Check-In Procedures

- Make sure all parts are turned in: Case, Cover, Nook, Cord & Adapter
- Check-In as usual
- If on hold @ a different location: **Do not charge battery: Put in courier MAIL- no envelope**
- If on hold @ same location: Take to designated spot, turn on, and plug in to charge battery (*this is just a courtesy, OK if doesn't fully charge before next pick-up*)
- Notify reference staff on duty that Nook is charging & ready to be "inspected" – (airplane mode, 28 books, font medium)

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Nook Inspection Procedures (for Reference Staff)

“Inspection” Procedures When Nook is charging in between requests turn it on and check for the following:

- **Airplane Mode** If airplane symbol isn't visible in upper right-hand corner of reading screen:
 - Tap Nook symbol, scroll through color touch screen to find **Settings**
 - Tap **Turn Airplane Mode On**
- **Number of books** As of May 2011 there should be 28 titles:
 - Tap Nook symbol, tap **My Library**
 - Under the B&N Library you should see number of books displayed in upper right-hand corner of reading screen (If My Documents screen is displayed, tap My B&N Library)
- **Font Size** If you have time, it would be nice to set the font to Medium:
 - Open any book from My B&N Library
 - Scroll to find **Preferences**
 - Tap **Preferences**, Tap **Font Size**, Tap **Medium**
 - Tap < to return to previous menu
 - This will set the font to medium for ALL books on the Nook



Leave the Nook turned on while charging. It will automatically go to Sleep Mode when complete, and after 72 hours in sleep mode, will automatically power off.

Questions about procedures or problems with Nook?

Contact Susan @ ext. 6353 or sdwood@nhcgov.com

Questions about operating the Nook? Go to the Barnes & Noble website, www.barnesandnoble.com and search for “Nook user guide.” Open the PDF User Guide.

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