

Kindle Procedure

THE KINDLE SHOULD SAY "DEREGISTER" AT THIS POINT

Checking out a Kindle:

1. Verify patron's information.
 - a. Make sure card is valid,
 - b. Fines under \$5
 - c. Ask to see a current ID. Verify the info on their ID with the information in their account.
 - d. Verify telephone #.
2. Go over the agreement with the patron and get their signature. Stress the **\$5/day** overdue fine!
3. Take the device out of its case. Check the Kindle out to the person. (The barcode is on the back of the Kindle).
4. Check out a charger to the patron.
5. Place the Kindle back in its case.
6. Make sure the item is DEREGISTERED! If not, select **Deregister** and press **Enter**. **The Kindle should now say Register!**
7. Press **Home** and give the device to the patron.
8. Help them learn to navigate the device.
9. Show them the user guide included with the device and advise them to call the library with any questions/ problems.

THE KINDLE MUST BE DEREGISTERED BEFORE GOING HOME WITH A PATRON!!

When a patron brings back in the Kindle:

Checking in a Kindle

1. Remove the device from the case and check it in to circulation. Put it back in the case.
2. Check in the charger.
3. The device is now ready for the next patron – please call them. Advise them that they must pick it up within 3 business days.
4. Turn the Kindle off.
5. Charge the device while it awaits its next checkout.