**North Hall High School Media Center**

**Circulation Guidelines for Audio Book Resources: *Nooks and Playaways (Digital Audiobook)***

1. The Nooks and Playaways (Digital Audiobook) are the property of the North Hall High School Media Center. They are not available for resale to students or teachers.

2. Assigned users may take the Nook or Playaways home for use with the software that has been downloaded by the Media Center for a period of two weeks.

4. The student may renew the item once for another two weeks by physically bringing the item in to be scanned and renewed. Late Nooks and Playaways will be charged $0.25 per day. The Nooks and Playaways must be returned before all holidays (Fall, Christmas. Spring and Summer breaks).

5. The use of the Nook and Playaways is solely for the assigned user and not for use by friends and family members.

6. No unauthorized downloading of software will be allowed. This includes audio books, music or any other media related downloads.

**7.** Assigned users will be totally responsible for the Nooks and Playaways. Loss, physical damage, theft of the Nooks and Playaway will be the users’ responsibility. As with all items in the media center, **the user will be charged a replacement cost fee for the Nooks (200.00) or Playaways ($50-$90) if the item is lost or damaged.**

8. Misuse of the Nook or Playaway may result in the loss of the privilege to use them.

10. By signing below, you are agreeing to the above terms and conditions of usage of the Nook or Playaway.

11. Parents will be emailed to confirm their approval of their student checking out a Nook and/or Playaway. A confirmation email back to Mrs. Hammond must be received prior to the check-out of the Nook or Playaway to the student.

**I will allow my student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to check out a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Student’s Name Nook or Playaway**

**and understand the replacement cost must be paid if the item is lost, stolen or damaged.**

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Student Printed Name Signature of Student

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Parent Printed Name Signature of Parent/ Guardian Parent Email Address

Date\_\_\_\_\_\_\_\_\_\_