

# Electronic Device Guidelines

## Circulating Procedures

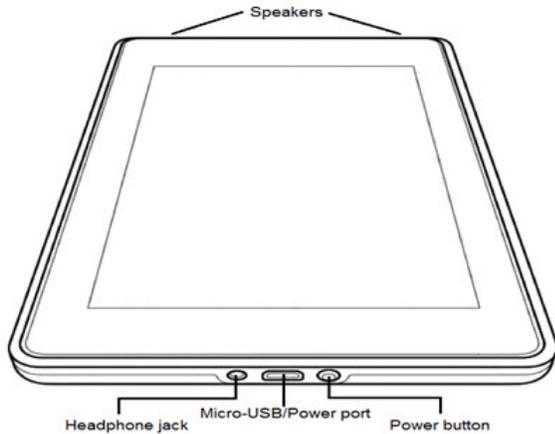
### Checking Out:

- Only current Thurgood Marshall School of Law students, faculty, and staff in good standing (i.e. library record is not blocked due to unpaid fees or lost/damaged materials) can check out electronic device equipment. The equipment checkout limit is one electronic device per person at any given time. The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning electronic devices or who places the electronic device in the book drop.
- Library staff will verify that the Electronic Device is in good working order at the time of checkout. In regards to the Kindle Fire, staff will need to “Deregister” the prior patron before checking out the device to the next patron. If the new patron doesn’t have an Amazon.com account, please ask them to register at Amazon.com. When logging onto the Kindle Fire, Amazon prompts the registration of a new registrant.
- A patron will need to complete an “Electronic Device Agreement” with each checkout, acknowledging financial responsibility for lost or damaged equipment.
- Electronic devices can be checked in and out at the TMSL Law Library Circulation Desk Monday – Thursday from 8:00am to 7:00pm and on Friday from 8:00am to 4:30pm. All electronic devices are due by Friday at 4:30pm.
  - For example if a device is checked out on a Monday or Tuesday the three day rule applies. Devices checked on out Wednesday, Thursday, or Friday is due in by Friday at 4:30pm.
- Kindles are checked out for three (3) days with no renewals.
- Once a Kindle is checked out to a patron, the electronic device becomes the responsibility of the patron.

### Checking In:

- Circulation or Library staff will check in electronic devices.
- Circulation or Library Staff will verify that the electronic device are in good operating condition
- Circulation or Library Staff will do a visual check to ensure that the following Kindle items are returned in good condition:
  - \_\_\_\_\_ 1 Kindle Book Reader (replacement cost: \$199.78 + \$87.08 for warranty)
  - \_\_\_\_\_ 1 3M Screen Protector (\$16.44)
  - \_\_\_\_\_ 1 Dr. Bott Micro Shell Kindle Cover (\$ 21.78)
  - \_\_\_\_\_ 1 Battery Charger Cord (\$19.99)

If Kindle items are damaged contact the Circulation Librarian for the damaged Kindle fine process.



Prior to checking out a Kindle user need to create an Amazon user account.

To turn the device on, press the circular power button at the bottom of the Kindle Fire device.



[Your Account](#) | [Help](#)

### Sign In

What is your e-mail address?

My e-mail address is:

Do you have an Amazon.com password?

No, I am a new customer.

Yes, I have a password:

[Forgot your password?](#)

### Sign In Help

Forgot your password? [Get password help.](#)

Has your e-mail address changed? [Update it here.](#)

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A user can create an account two different ways: 1. Go to a computer and register an Amazon account or 2. Register an account using the actual Kindle Fire device at the Circulation desk before checkout by selecting “**Create an account**” which follows the “**New to Amazon**” question.

Tap Notifications to read messages from the system or apps

Tap Quick Settings to adjust volume or brightness, manage Wi-Fi, and more

Tap here to switch between libraries or to shop for content

Swipe through the Carousel to view recent books, music, videos, websites, and apps. Tap to open an item

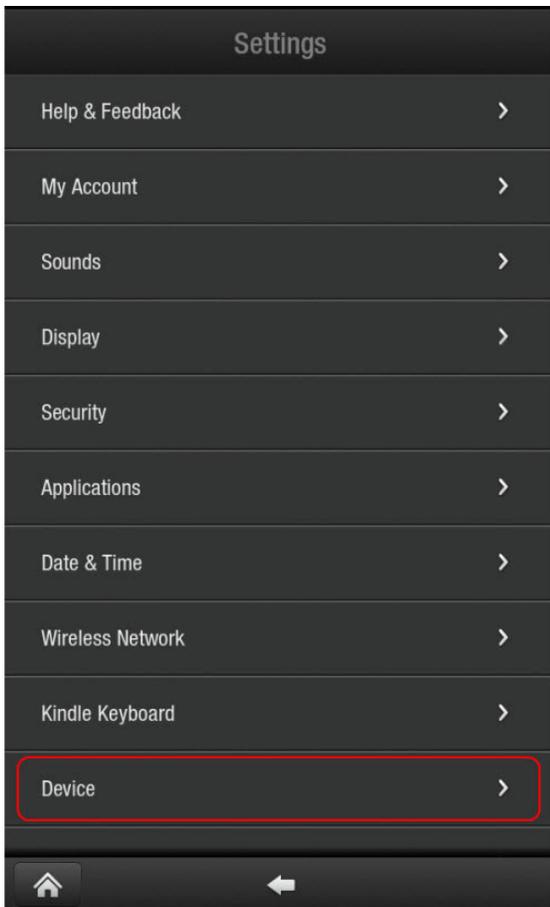
Pin your favorite content here by tapping and holding an item in the Carousel





Go to the **Quick Settings** (which looks like a circular gear) at the top right hand corner of the Kindle Fire Device. **Select WIFI** and connect to the **“TSU Student”** network. Once you are connected to the network you are able to navigate the device.





Please ensure that you save to **“the Cloud”** and not to **“the device.”**

Before turning the Kindle Fire device in you will need to complete two steps.

1). reset the Kindle to Factory Settings: Go to the **“Quick Settings Menu”** on the top right hand corner of the device. Next, click on the **“Device”** tab within settings. Scroll down and select **“Reset to Factory Defaults”**.

2). Deregister your Amazon account from the Kindle Fire device: From the same settings menu, select the **“My Account”** tab. Select **“Deregister”** and select yes when the device ask you if you want to **“Deregister”**.

Once these steps are complete and the Circulation or Library staff has confirmed your **“Deregistration,”** you are ready to turn in the Kindle Fire. Thanks for using.