OverDrive Public Library Order Form

Library Information	
Name of Library: Washoe County Library System	
Address: 301 S. Center Street	
City, State/Province, Postal Code: Reno, NV 89501	Country: U.S.
Primary Contact	
Name: Debi Stears	Title: Collection Development Manager
Telephone: 775-327-8349	Email: ddstears@washoecounty.gov
Accounting Contact (*all invoices will be emailed to the contact listed below):*	
Name: Cecil Hillyard	Title: Librarian
Telephone: 775-327-8338	Email: chillyard@washoecounty.gov
Bill To Address: 301 S. Center Street	
City, State/Province, Postal Code: Reno, NV 89501	Country: U.S.

☐X OverDrive sends emails about promotions, new products and services. By checking this box, you consent to receiving OverDrive's communications and promotional emails to your Primary Contact email address. These emails also include an easy method to manage your subscription(s), including unsubscribing to future emails.

OverDrive Service Fee:

My Library will be invoiced $14,000 (USD) annually, which includes a Service Fee and Content Credit (collectively the "OverDrive Fee"), to be allocated as follows:

Service Fee	$14,000	Hosting, maintenance, content fulfillment, and support for your digital library service
Content Credit	$	Placed on deposit for digital content purchases in OverDrive Marketplace

All payments are due within thirty (30) days of presentation of invoice.

Term Length:

This Order Form and the OverDrive Public Library Access Agreement are collectively referred to as the "Agreement." The term of the Agreement is Four (4) years, commencing on July 13, 2026. The Agreement shall automatically renew for successive terms of one (1) year unless either party provides written notice of intention not to renew ninety (90) days prior to the expiration of the then-current term.

Terms and Conditions:

- The OverDrive Service is licensed pursuant to this Order Form and the OverDrive Public Library Access Agreement, available at https://company.overdrive.com/pl-aa.pdf, the terms of which are incorporated herein and may be modified from time to time.
- The OverDrive Fee is nonrefundable.
- The OverDrive Fee may be modified by OverDrive in its sole discretion. OverDrive will notify Library in writing at least thirty (30) days prior to the effective date of any such modification.
- This OverDrive Public Library Order Form supersedes and replaces all previous order forms signed by and between the parties.

[Signature Page Follows]

Acknowledgement and Acceptance:

On behalf of my Library, I represent and warrant that I have the authority to enter into this Agreement, and my signature below indicates my Library's acceptance of the Agreement.

By (signature) Mark Stewart Digitally signed by Mark Stewart Date: 2026.11.05 09:41:18 -08'00' Title Division Director – Purchasing

Name (Print) _____ Date _____

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