

Green Hills Public Library District Digital Equipment Loan Policy and Agreement Form

NAME: _____ **PHONE:** _____

LIBRARY CARD #: 21814000

What piece of equipment are you checking out? (Check one)

- Canon Powershot ELPH 100 HS #1
- Canon Powershot ELPH 100 HS #2
- Lacie Rugged 500GB External Hard Drive #1
- Lacie Rugged 500GB External Hard Drive #2
- Flip Ultra HD Video Camera 8GB #1
- Flip Ultra HD Video Camera 8GB #2

1. Equipment is available for checkout to valid Green Hills Public Library cardholders who are of high school age and older and others who meet criteria under "Conditions". A parent/guardian signature is required for patrons who are under the age of 18.
2. Each user must present a photo ID along with their library card in order to checkout an item.
3. Equipment can be checked out for one week with no renewals.
4. An overdue fine of \$10/day will be added to users' accounts for late items.
5. All equipment must be returned to the Information Desk.
6. The individual agrees to assume any and all liability for the cost, repair, or replacement in the event of loss due to theft, damage, negligence, or misuse, even if a group is working on a project together. Under no circumstances should the equipment be left unattended. Any equipment malfunctions must be immediately reported to Library staff. The Library will not assume responsibility for equipment failure.

I understand and will abide by the rules and regulations set forth in this document:

SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN: _____
(If under 18)