

## **Providence Community Library Audio Kit Equipment Loan Procedure**

**Patron Name:**

**Device:** Audio Kit

### **Device Components:**

**Recorder** - Marantz PMD661 MK2

**Microphones** - Audio Technica ATM710

**Microphone Clamps** - Shure A55M

**Headphones** - Sony MDR-7506

**Camera** - Canon Powershot S110

**Date:**

### **Providence Community Library allows patrons to check out Audio Equipment.**

- The patron is responsible for reading the instruction manual for the Audio Equipment's proper care and use.

### **Audio Equipment Checkout Procedure**

- Checkout for Audio Equipment is for 1 month. A deposit of \$500 (by cash or credit card) is required to borrow the item. Deposit will be reimbursed to patron once equipment has been checked. To renew, the patron must bring the equipment to Washington Park Library.
  - There is no guarantee that Audio Equipment can be renewed. We suggest consulting with the trained library staff member\* when item is initially borrowed if it is expected that the item will be needed for longer than one month.
  - After the due date, an overdue fine of \$25 a day will incur.
- The Audio Equipment may be placed on hold, but can only be picked up and returned to Washington Park Library.
- Patron must present valid OSL library card. Patron must be 18 years or older to check out the Audio Equipment and must have less than \$5.00 in fines on his/her library account.
- Patron must read and sign Audio Equipment Checkout User Agreement form to indicate s/he will comply with Audio Equipment Procedure.
- At the time of checkout, a staff member will show the patron that the Audio Equipment is in working order and contains all of the accessories; they will sign to indicate that they have been shown this.

\* "Trained library staff member" will be designated and stated to Patron at time of Audio Equipment Pickup

- **For those unfamiliar with the Audio equipment,** there is a 4 hour recommended training, for up to 3 people, on Audio Equipment use and oral history collection.
  - The Library requests a donation of \$140 (\$35/hr) for this training.
- Providence Community Library will not be held liable for any injuries incurred as a result of Audio equipment use.

### **Audio Equipment Check-in Procedure**

- The Audio Equipment must be returned to Washington Park Library to a trained library staff member\* and not placed in the library bookdrop or left at the desk without informing a staff member of its return.
- Trained library staff member\* will determine that all parts of Audio Equipment have been returned. Due to the uniqueness of the item and the Check-In Procedure, there will be no option “Claimed Returned” with the Audio Equipment.
- Audio Equipment will be checked for any damages by a trained library staff member\* within 48 hours of being returned. If the item is damaged, damages will be assessed and charged accordingly. The patron will be charged and notified of those charges within one week of being returned if the Audio Equipment is found to be damaged.
- The \$500 deposit will be reimbursed to patron once equipment has been checked.
- The patron will pay the \$2500 replacement cost for the Audio Equipment if it is not returned within 42 days after it is due or the Audio Equipment is lost or damaged beyond repair.

### **Providence Community Library Audio Equipment User Agreement**

I am borrowing Audio Equipment from Providence Community Library. I agree to the following:

- Checkout of the Audio Equipment is for 30 days, with renewals available if the equipment is returned to the library in good condition and no one is waiting for the equipment. After the due date, an overdue fine of \$25 per day (up to replacement cost of \$2500) will be applied to my library account.
- I will not expose the Audio Equipment to extreme hot or cold or place it in a location where it may incur water damage.
- I understand that Providence Community Library will not be held liable for any injuries as a result of Audio Equipment use.

\* “Trained library staff member” will be designated and stated to Patron at time of Audio Equipment Pickup

- I will return the Audio Equipment to a trained library staff member\* at the Circulation Desk at Washington Park Library and not to the bookdrop or to another library.
- I will cover any replacement cost if the Audio Equipment or its accessories are lost, stolen, or damaged.

**The Audio Equipment is in good working order and all parts are present (list parts)** when checked out \_\_\_\_\_ (Patrons Initials)

I have read the entire document and my signature below indicates my agreement with the above statements.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Library Card Number \_\_\_\_\_

Trained library staff member\* initials \_\_\_\_\_

Patron Signature: \_\_\_\_\_

**Providence Community Library Audio Equipment Check-in**

- All Audio Equipment parts have been returned. (**list parts**)

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Trained library staff member\* initials for audio equipment check-in \_\_\_\_\_

\* "Trained library staff member" will be designated and stated to Patron at time of Audio Equipment Pickup