

Patron Name: _____

Device: Sony Handycam Digital HD video camera recorder HDR-CX240 Date: _____

University City Public Library Camcorder Policy

The University City Public Library allows patrons to check out a Sony Handycam Digital HD video camera recorder HDR-CX240.

- Camcorders may be checked to patrons who are 17 years of age or older.
- Camcorders circulate for a period of 3 weeks. They may be renewed if no other patrons are waiting for them.
- Late fees for the camcorders are \$5.00/day (up to the replacement cost of the camcorder).
- Camcorders may be placed on hold, but they can only be checked out and returned to the University City Public Library.
- Camcorders must be turned in to a library staff member and not be placed in the library bookdrop or left at the desk without informing a staff member of its return.
- The patron is responsible for reading the instruction manual for the camcorder's proper care and use.
- The patron will pay the \$200 replacement cost for the camcorder if it is not returned 42 days after it is due or if the camcorder is lost or damaged beyond repair.
- The borrower is responsible for all items included with the camcorder. If any of these items are damaged or lost, the patron will pay a replacement fee.

Camcorder Check-out Procedure

- Patron must present library card. Patrons must be 17 years or older to check out a camcorder.
- Patron must have less than \$5.00 in fines on library account.
- Patron must read and sign Camcorder Checkout User Agreement form to show they are aware of their responsibilities when checking out the camcorder.
- Patron will be shown by the Circulation Staff member that the camcorder is in working order and contains all the accessories; patron should sign off that they have been shown this.

Camcorder Check-in Procedure

- Patron must bring the camcorder to Circulation Desk at University City Public Library.
- Patron should return the camcorder directly to Circulation staff and not leave the camcorder at the Circulation Desk if a staff member is not present to take it.
- Circulation Staff member will determine that all parts of camcorder have been returned and Patron will sign off that all parts are in. Due to the extensive return procedure, there will be no option for Claimed Return with the camcorders.
- Camcorder will be checked for any damages by a trained staff member within 24 hours of being returned; the patron will be charged if the camcorder is found to be damaged.

UNIVERSITY CITY PUBLIC LIBRARY Camcorder User Agreement

I am borrowing a Sony Handycam Digital HD video camera recorder HDR-CX240 from University City Public Library. I agree to the following:

- ❖ I will download my recordings to my own storage media before returning the camcorder to the library. I understand that the camcorder's memory card will be erased after its return.
- ❖ I understand that the camcorder's battery may not be fully charged when I check it out.
- ❖ Checkout of the camcorder is for 3 weeks; it may be renewed if no one is waiting for it. After the due date an overdue fine of \$5.00 per day (up to the replacement cost of \$200.00) will be applied to my library account.
- ❖ I will not expose the camcorder to water or extreme heat or cold.
- ❖ I will return the camcorder to a Circulation staff member at the Circulation Desk at University City Public Library and not to the bookdrop or another library. If it is returned to a bookdrop, a fine of *at least* \$25.00 will be applied to my library account.
- ❖ I will cover the replacement cost if the camcorder or its accessories are lost or damaged.

The camcorder is in good working order and all parts are present (camera, MicroSD memory card, battery, battery charger, camera-to-USB cable, camera-to-HDMI cable, owner's manual, carrying case) when checked out. _____ (Patron Initials)

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

Print Name _____ Date _____

Library Card Number _____

Camcorder barcode _____

Staff member initials _____

Patron Signature _____

UNIVERSITY CITY PUBLIC LIBRARY Camcorder Check-in

I am returning a camcorder to the University City Public Library. I agree to the following:

- ❖ All camcorder parts have been returned (camera, MicroSD memory card, battery, battery charger, camera-to-USB cable, camera-to-HDMI cable, owner's manual, carrying case).
- ❖ I have downloaded my recordings to my own storage media and understand that the camera's memory card will be erased after its return to the library.

Print Name _____ Date _____

Patron Signature _____

Staff initials for camcorder check-in _____