

Richmond Public Library Personal Archiving Kit Borrowing Agreement

To borrow a Personal Archiving Kit and related equipment from the library, you must agree to the following terms:

Checkout and Return Procedures

- Equipment can only be checked out by an adult (18+) with a Richmond Public Library account in good standing
- All devices are designated for a 14-day loan period
- Equipment must be checked out and returned to the Memory Lab or Richmond Room, both located in the Main Library, unless otherwise arranged with Special Collections Librarian
- All personal files should be deleted from the device before returning it to the Library

DO NOT RETURN EQUIPMENT IN A BOOK DROP

All devices must be returned in-person before the library closes on the date due

Use Policy, Files, and Removable Media

- I agree that by using a mobile Library device, I will adhere to the Library's Acceptable Use Policy and Internet and Electronic Information Policy, as well as all applicable local, state, or federal laws
- I understand that the Library is not responsible for damage to files
- I understand that the Library is not responsible for any personal data left on a device

Failure to Return, Damage, and Charges

- I agree that I am responsible for and will have my Library account charged the full replacement cost of equipment if it is not returned by the due date
- I agree to use this Personal Archiving Kit and equipment ONLY for the purposes of digitization, Memory Lab usage, oral history recording, and/or other approved uses as determined by Library staff
- I agree I will notify Library staff immediately if equipment is damaged or defective upon receipt
- I understand I am personally responsible if any element of the Personal Archiving Kit is lost, stolen, or damaged
- I understand that lost, stolen, and unreturned equipment will be charged at the **replacement cost listed**

Selected Personal Archiving Kit Components and Equipment with Replacement Costs:

Note quantity if more than one

- ☐ Camera Bag – \$30 replacement cost
- ☐ Camcorder (Sony HDR-CX405 HD) - \$230 replacement cost
- ☐ Audio Recorder (Tascam DR-05X) - \$89 replacement cost
- ☐ Lavalier Microphone (Sony ECMLV1) - \$30 replacement cost
- ☐ Portable Scanner (Epson WorkForce ES-50) - \$120 replacement cost
- ☐ Standing Tripod (Magnus PV-3310G) - \$26 replacement cost
- ☐ Tabletop Tripod (Magnus MTT-100) - \$20 replacement cost
- ☐ Ring Light - \$30 replacement cost
- ☐ Extra SD Card - \$15 replacement cost
- ☐ External Hard Drive - \$65 replacement cost
- ☐ SD Card Reader - \$19 replacement cost

My signature below confirms that I have read the Personal Archiving Kit Borrowing Agreement and I agree to abide by the terms.

Name (Please Print): _____ Library Card Number: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Staff Signature: _____ Date: _____