



First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Library Card Number: 2168100\_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_

Date Due Back: \_\_\_\_\_

Audio Kit Lending Kit A		
Bin/Item Barcode	Extended Loan Fees (per day)	Full Replacement Cost
31681002938603	\$10.00	\$1686.00
Included Components:		Replacement Cost
Shotgun mic		\$470.00
Wireless Mic & Receiver		\$475.00

**All borrowers must understand and agree with the following terms and conditions, as outlined in the signed Media Lab Equipment Lending Agreement:**

**Equipment Failure** – Equipment failure is a normal consequence of equipment use. Normal repair costs will be covered by the Library. Borrowers will be charged for any damages resulting from repair attempts made by anyone other than Library Staff. Borrowers must report any problems with equipment to the library.

**Loss** – Borrowers will be charged for full replacement costs of missing items.

**Damage** – Damages will be repaired by the Library and costs will be charged to the borrower.

- All equipment must be returned by the due date, and extended loan fees will be applied to each bin/item that is returned late (as outlined above).
- Borrowers must have a valid Innisfil Public Library (IPL) card and must have presented a valid photo ID as proof that they are at least 18 years old.
- All equipment has been tested by IPL staff and is in proper functioning order prior to being borrowed.
- Borrowers will immediately report equipment malfunction, damages or loss due to accident, neglect or abuse.
- Borrowers will not attempt to repair damages or have them repaired by anyone other than library staff.
- If borrowers lose or damage any equipment, borrowers will be charged the replacement cost.
- Borrowers are responsible for all borrowed equipment until it is inspected and signed off by an IPL staff person.
- Borrowers will not leave equipment unattended.

- Equipment must be returned to a library staff member **in person** during open hours. Do **not** return in the material return slot outside of the library.

I understand and agree with the above statements:

Borrower Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Staff use only:** Date Returned: \_\_\_\_\_ Time Checked In & Inspected: \_\_\_\_\_ IPL Staff Initials: \_\_\_\_\_

<b>Return Item Checklist – Staff Use Only</b>	
Shotgun mic	
Wireless Mic & Receiver	