STEWART MEMORIAL LIBRARY AUDIOVISUAL DEPARTMENT
 VIDEO CAMERA POLICY AGREEMENT

⇒ I understand that the loan period for a digital video camera is **24 hours with limited renewal**.

⇒ I agree to pay the overdue fine of **$5.00/day for the first 7 days, and $10.00/day after the first week** if I fail to return the video camera to the Audiovisual Department’s desk on time.

⇒ I will be responsible for all costs associated with any damage, loss, or theft of the video camera or accessories up to the **$600.00 replacement fee** per camera while it is checked out to me. I will report any damage, loss, or theft of the video camera or its accessories to the Audiovisual Department immediately.

⇒ I understand that the Library is not responsible for loss of or damage to video or photo files on the camera during the loan period. Likewise, I understand that the Library has the right to delete any files saved to the camera’s hard drive or miniDV tapes after the camera has been checked in.

⇒ I agree that I will only return the video camera to the Audiovisual Desk when there is an employee present and will receive a receipt.

⇒ I acknowledge that the digital video camera and the following checked accessories were present upon checkout (checkout times are M-F from 8:00 a.m. to 4:30 p.m.):
  - [ ] Camera Bag
  - [ ] Video Camera
  - [ ] Battery Pack
  - [ ] AC Adapter
  - [ ] AV Cable
  - [ ] USB Cable
  - [ ] Firewire Cable (optional)
  - [ ] Tripod (optional)

NAME: ______________________________ ID #: __________________ CHECKOUT DATE: ______________

DATE RETURNED: ______________ CHECKED IN BY: ____________________