STEWART MEMORIAL LIBRARY AUDIOVISUAL DEPARTMENT
AUDIO RECORDER POLICY AGREEMENT

⇒ I understand that the loan period for an audio recorder 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 audio recorder to the Audiovisual Department’s desk on time.

⇒ I will be responsible for all costs associated with any damage, loss, or theft of the audio recorder or accessories up to the $200.00 replacement fee per recorder while it is checked out to me. I will report any damage, loss, or theft of the audio recorder or its accessories to the Audiovisual Department immediately.

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

⇒ I agree that I will only return the audio recorder to the Audiovisual Desk when there is an employee present.

⇒ I acknowledge that the audio recorder and the following checked accessories were present upon checkout (checkout times are M-F from 8:00 a.m. to 4:30 p.m.):

☐ Recorder Bag  ☐ Audio recorder  ☐ AC Adapter
☐ Audio Cable  ☐ USB Cable  ☐ Misc. Accessories

NAME: ___________________________ ID #: __________________ CHECKOUT DATE: ____________

DATE RETURNED: _________________ CHECKED IN BY: ______________________