

## ARCHIVES BACKPACK BORROWER AGREEMENT

This checkout agreement (hereinafter referred to as the "Agreement") governs the use of the oral history audio recording equipment described below (hereinafter collectively referred to as the "Equipment"):

- ☐ A backpack containing an Epson V39 II scanner and USB cable (to be returned to the Library)
- ☐ Archival supplies including an acid-free clamshell box, acid-free folders, photo/document sleeves, and nitrile gloves (provided for use by patron; to be returned only if unused)

By checking out the Equipment, you agree to the following:

1. I understand that the Equipment may only be checked out by a Buncombe County Library cardholder in good standing who is at least 18 years of age and has held a library card for at least two weeks.
2. I understand that only one (1) person in my household is eligible to check out this Equipment at a time.
3. I understand that the Equipment may only be checked out for 4 weeks. It must be returned by the due date with the Epson V39 II scanner and USB cable in working order, to a staff member inside the Library or by using Curbside Service during normal library operating hours.
4. I understand that portions of the Equipment (archival supplies) are intended for my personal use and do not need to be returned to the library.
5. I understand that I may be restricted from borrowing the Equipment again for a period of 30 days if I fail to return it by its due date.
6. I understand that the Equipment may NOT be returned to the outdoor book drop.
7. I understand that I shall not remove any barcodes, stickers, or labels from the equipment.
8. I understand that the Equipment will be considered lost if it is not returned 10 days after its due date.
9. I understand that a police report may be filed if the Equipment is reported lost or stolen or is 20 days overdue.
10. If I do not return the Equipment and its accessories to the Buncombe County Library, I will be charged a replacement fee as follows:
  - a. Scanner \$100
  - b. Backpack \$30
  - c. USB cable \$10
11. I understand that I am responsible for copying files from the device to my computer or another storage device, and that any data left on the Equipment upon check-in will be deleted.
12. I agree to hold harmless Buncombe County, the Buncombe County Library, and any agents thereof for any personal injury, inconvenience, or other damage whatsoever that I may incur as a result of using the Equipment.
13. I understand that if I violate any terms of this agreement that I will be blocked from borrowing these devices for a total of 30 days.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them. If I do not abide by these terms and conditions, I acknowledge that my checkout privileges may be revoked.

Signature\_\_\_\_\_Date\_\_\_\_\_

Printed Name\_\_\_\_\_Library Card #\_\_\_\_\_