

This form must be completed and signed prior to use of the equipment. You are financially responsible for all equipment and pieces thereof that you check out.

When you sign for equipment, you acknowledge that it is fully functioning, undamaged, and that all parts are intact. You are required to thoroughly inspect and test each piece of equipment and point out any problems to the library staff at the time of checkout. **If you do not inspect equipment at the time of checkout, you are responsible for all missing or damaged parts upon return.**

1. Kindle checkout is limited to current BCCC staff, faculty and students with a BCCC library card.
2. The Kindle is not allowed to be circulated to people unaffiliated with the college.
3. No equipment will be checked out to patrons owing money for lost, missing or damaged equipment or other Library materials.
4. **Equipment may be checked out for 7 days. Fines will be assessed at a rate of \$10 (ten) per day. If the Kindle is overdue more than 3 days it will be declared Lost and you will be responsible for the replacement cost, plus overdue fines. If the Kindle is returned in good condition, the cost for replacement can be waived, but all overdue fines will remain.**
5. After the 7 day period, if there are no holds on the item, it can be checked out for another 7 day period, but the equipment must be physically brought back into the library and checked in to verify that the item is not missing or damaged in any way.
6. No food or drinks are to be consumed around the Kindle.
7. Do not leave equipment unattended at any time.
8. Do not pile other books or materials on the Kindle- this can damage the screen.
9. **You are expected to return equipment to a Library staff member at the Circulation desk in the same condition it was in when you received it. This includes the Kindle, carrying case, and all accompanying materials. Do not return a Kindle to the book return/ book drop.**
10. In the event of damaged equipment, library staff will determine if damage is the result of normal wear and tear. **Do not attempt repairs, adjustments or alterations of any kind.**
11. It is your responsibility to bring to the attention of Library staff any loss or possible damage to equipment that happens during the time it is checked out to you.
12. Library will make all purchases of replacement equipment or parts.
13. **If the Kindle is lost or damaged beyond repair, you will be responsible for all replacement fees. Replacement cost for the Kindle is \$259.00 (two hundred fifty-nine).**

Statement of Understanding of Equipment Use Policy

I have read, understand and will comply with all of the Equipment Use Policy. I understand that a copy of this policy remains permanently with the Kindle, so that I can refer to it if need be. I understand that I assume complete financial responsibility for the Kindle checked out to me.

Printed Name

Signature

Patron ID #

Date Checked Out