

**Newman Regional Library District  
Electronic Equipment Policy & Loan Agreement**

**Policy:**

- Newman Regional Library District is committed to offering equipment that will help our patrons with their businesses and personal lives and so NRLD offers the following electronic equipment to be lent to all eligible NRLD cardholders age 18 or over. Eligible cardholders are those with a clear library record who have a card from NRLD. The Electronic equipment is not available to reciprocal borrowers or for interlibrary loan. The equipment is lent for one week. The scanner includes the scanner, box, cords, and basic instructions.

Wolverine SNaP scanner

VuPoint Magic Wand

5 XBox Controllers

Ollie Robot

- **The equipment is subject to a \$10.00 overdue fine for each day it is late. If the scanner is not returned after ten days from the checkout date the patron will be charged replacement costs of \$20-150.00 depending on the equipment.**
- Patrons must report any device malfunctions and/or problems to library staff immediately. If the scanner is returned with any assessed damage that would result in the Library not being able to circulate the device you will be charged replacement costs of \$20-150 depending on the item
- This Loan Agreement Form must be read and signed by the borrower before the device is checked out each time.
- The equipment may be placed on Hold through the card catalog. No renewals.
- The equipment remains the property of NRLD though the borrower is responsible to safeguard and protect against damage and loss during the loan period.
- **The equipment must be returned in person to library staff with all parts. Do not place equipment in the bookdrop.**
- The equipment is reset to factory condition when returned. All user files will be deleted and cannot be recovered. **Be sure to save your images or Ollie programs to your own SD card or to your computer before returning it.**

**I have read and understand the conditions and regulations described above and agree to them. I agree that in the event of loss, theft or damage I am financially responsible as indicated above while the device and accessories are checked out in my name.**

Name (print)

Signature

(must be 18 or older)

Date

Library Card#