

COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL

Category: Technology

Policy Number: 704

Title: Digital Camera

Policy Statement: The Thorhild Library will facilitate the availability of the digital camera to the community.

Guidelines and Procedures:

1. The Borrower must be a member in good standing of Thorhild, Radway or Newbrook Libraries and at least 18 years of age. The borrower will sign a rental contract as per attachment #11 following.
2. Only the Borrower will use the digital camera and accessories and it will be used solely within the Thorhild Library service area.
3. The Borrower accepts that the digital camera and accessories received are in good condition and shall become familiar with the use of the camera (the manual and accessories are enclosed with the camera).
4. The Borrower agrees to return the digital camera and accessories in the same condition in which they were lent and will be responsible for any damage/repair or loss incurred during the use of the digital camera including its accessories.
5. Loan period shall be 2 (two) days. If the digital camera and accessories are not returned within this period, a charge of \$10.00 per day will be levied.
6. Any costs incurred in the recovery of the digital camera and accessories will be passed on to the borrower.
7. Should the equipment be required for an additional period of time, the digital camera and accessories must be returned to the Library before a renewal can be approved.
8. The digital camera and accessories remains the property of Thorhild & District Municipal Library and it has the right to request its return before the rental period expires.
9. The Library does not accept responsibility for any damage to pictures or any other liability associated with the camera's use.

Policy #404
Technology

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Appendix J THORHILD LIBRARY

BOX 658, THORHILD, ALBERTA T0A 3J0

Telephone: (780) 398-3502

RENTAL CONTRACT For Digital Camera and Accessories

Name: _____ **Date:** _____

Address: _____ Driver's #: _____

Telephone: _____ Other I.D.: _____

Date required: _____ Due Back: _____

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Signature: _____

Appendix J