

## New Haven Free Public Library Borrower's Agreement for the New Haven Memory Lab

By signing this document, I agree to the following terms and conditions:

*(Please sign your initials next to each statement below.)*

\_\_\_\_ I assume responsibility for the Memory Lab item(s) I borrow. In the event of loss or damage to said item(s), I understand that I am responsible for the full replacement cost, as listed on the reverse side of this page.

\_\_\_\_ I will not tamper with the item(s) in any way, including physical alterations or changing settings. Memory Lab item(s) may only be used and operated in compliance with manufacturer's guidelines. All items must be returned clean and in the same working condition as when borrowed with all parts and components, including instructions.

\_\_\_\_ I agree to return the item(s) exclusively to the Ives Squared Switchboard Desk at the Ives Main Library. Item(s) are not to be returned to any of our book drops or neighborhood branch locations.

\_\_\_\_ The Library is not responsible for any liability, damages, or expense resulting from use or misuse Memory Lab items or data loss resulting from use of the item(s) with personal property and/or devices, nor is the Library responsible for any manufacturing defects in any Memory Lab item(s).

\_\_\_\_ The Borrower agrees to immediately stop using any borrowed item if it becomes unsafe or damaged, and to notify the Library of the issue as soon as possible.

\_\_\_\_ Any use of Memory Lab item(s) for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.

\_\_\_\_ Borrowers must be at least 18 years of age to check out items from the New Haven Memory Lab. Items may only be checked out on an adult Connecticut library card registered to the borrower and in good standing.

\_\_\_\_ Borrowers may check out up to three (3) Memory Lab items at one time. All items circulate for one week with one (1) one-week renewal. After returning an item, a borrower must wait 24 hours before checking out or placing a hold on the same item.

\_\_\_\_ I understand that failing to abide by any part of these terms and conditions may result in the loss of borrowing privileges for the New Haven Memory Lab at the New Haven Free Public Library.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Name (Print):** \_\_\_\_\_ **Library Card Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Device	Replacement Fee
Epson WorkForce ES-400 Feed Doc Scanner	\$250.00
External CD/DVD Drive	\$30.00
3.5" Floppy Disk Reader	\$25.00
Memory Card Reader	\$40.00
Roxio Easy VHS to DVD 3 Plus Converter	\$40.00
CanoScan LIDO 400 Flatbed Scanner	\$90.00

Missing Chargers/Cabling Fee	\$25.00
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