

Poughkeepsie Public Library District

GoPro HERO5 Black Borrower Agreement & Guidelines

Guidelines for Borrowing and Returning

- Seven day loan period to a Borrower that is 18 or over with a Poughkeepsie Public Library District resident card in good standing, with no fines.
- Patron's home address must be verified. Notify library of any recent changes to address, phone, e-mail.
- Checked-out and Returned at Circulation Desk of Adriance Memorial Library following these procedures.
- Please return camera with a battery charge remaining so it can be turned on at check-in with Library Staff.
- Borrower and Library Staff sign and date this Agreement and Guidelines, and GoPro Parts Check Agreement Form, using GoPro Parts Guide, to mark the GoPro Kit's parts at check-out and at check-in.

Fines and Liability

- \$20 fine if return the GoPro Kit in the Library's Book Drop.
- Borrower is responsible for replacement costs of parts or camera if missing or damaged.
- \$5.00 late fee per day. If not returned in two weeks, Borrower is billed for replacement cost.
- Borrower acknowledges responsibility for reading the GoPro HERO5 Black's Instruction Manual and Videos (posted on the Library's GoPro webpage) for its proper care and use, and by signing below, accepts liability for any damages to the GoPro camera or parts.

Proper Care and Use

- The GoPro HERO5 Black's instruction manual and training videos are posted on the Library's GoPro Kit webpage, and should be read or reviewed at: http://bit.ly/PPLD_GoPro
- Do not leave in your car or places where camera will be exposed to extreme heat or cold. The GoPro battery will drain faster in colder temperatures.
- Water damage will result if the camera does not have all of its doors closed tightly or goes below 33 feet. The GoPro HERO5 Black is waterproof down to 10 meters (33 feet) without a housing, if doors are properly closed. You will be responsible for replacement if damaged.
- Beyond normal wear, any damages to GoPro camera will be the responsibility of the Borrower.
- The Borrower will transfer all videos and/or photographs to their personal device before returning GoPro HERO5 Black Kit. Any photographs or videos still on the micro SD card when it is returned will be wiped clean and will no longer be accessible.
- If Borrower uses their own micro SD card in the camera, they will put the Library's micro SD card back into the camera before returning the GoPro Kit for check-in at the Circulation Desk of Adriance Memorial Library.
- The Borrower will not use the GoPro HERO5 Black camera in an illegal manner or to record illegal activities, unless those activities are being recorded to turn into law enforcement as evidence of a crime.

The Borrower by signing below, acknowledges that they are responsible for all charges accrued, and for any damage to the GoPro HERO5 Black camera or components during the lending period, and for the full replacement cost if applicable or the camera is lost.

Borrower Name (Print): _____

Borrower Signature: _____ **Date:** _____

Borrower Library Card Number: _____

Library Staff Signature: _____

Turn Page Over

GoPro HERO5 Black Camera Parts Check Agreement Form

Mark Parts & Sign Twice: At Check-Out & Check-In

Instructions: Library Staff and Borrower will use the GoPro Parts Guide (photo diagram) to mark off all parts that are present, or missing, before check-out and before check back in, including battery and micro SD card inside.

1. Date form, and both Library Staff and Patron will sign the form at check-out and check-in.
2. Remove all parts and use GoPro Parts Guide at check-out and check-in to mark if each part is present.
3. If a part is missing, circle the part name, and notify your supervisor and **do not check-in the GoPro.**
4. The cost of replacement will be the responsibility of the patron and they will be contacted and billed.
5. File this form in GoPro Binder, and retrieve this signed form at time of Go-Pro return for check-in procedure.
6. After check-in is complete, staff will give the GoPro Kit to IT to wipe clean micro SD card, re-set to default settings, clear any passwords, recharge Battery, and notify IT if a hold is on the GoPro for next patron.

Mark Parts at Check-Out, Date, Sign and File in GoPro Binder

GoPro HERO5 Black Kit

Black Carrying Bag contains:

___ Front Pocket: Chest Strap Mount, Head Strap Mount, Handheld Extendable Monopod (Selfie Stick)

___ Back Pocket: Medium-Size Hard Case with Camera and Accessories

Hard Case contains:

Netted Pocket side:

___ A. How to Pack GoPro Case & Bag – Instructions

___ B. Booklet: HERO5 Black: Let's Get Started – Instructions (see links to Manual (47 pg.) & Videos)

___ C. Floating Handle, Yellow (use w/ Thumb Screw)

___ D. USB Cable

Foam Side:

___ E. GoPro HERO5 Black Action Camera

___ F. SanDisk Ultra 32GB UHS-I/Class 10 Micro SDHC Memory Card (inside camera)

___ G. Battery for GoPro HERO5 Black (inside camera)

___ H. Frame Mount (around camera)

___ I. Thumb Screw (holds Frame Mount on camera at base)

___ J. Charging Plug

___ K. Hi-Speed SD USB Card Reader

___ L. SanDisk microSDHC Adapter

___ M. Buckle Mount

___ N. Selfie Mount (circle base) screws on Handheld Extendable Monopod (Selfie Stick)

___ O. Tripod Mount (rectangle base) screws on Flexible Tripod

___ P. Flexible Tripod (with Tripod Mount attached)

___ Q. J-Hook Buckle Mount (shaped like J) slides onto Chest Strap

Black Carrying Bag, Front Pocket Accessories:

___ R. Head Strap Mount (w/ mount on it)

___ S. Chest Strap Mount (slide on J-Hook Buckle Mount)

___ T. Handheld Extendable Monopod (Selfie Stick use w/ Selfie Mount)

Check-Out Date: _____ **Borrower Name and Signature:** _____

Address: _____ **Telephone:** _____

Staff Name: _____ **All Parts Present:** _____ **Circled Parts Missing at Check-out:** _____

GoPro HERO5 Black Check-In at Desk

Mark Parts at Check-In, Date, Sign and File in GoPro Binder, Notify IT with Camera

Instructions: *Refer to instructions and use the GoPro Parts Guide (diagram with names) removing each part.*

GoPro HERO5 Black Kit

Black Carrying Bag contains:

- ___ Front Pocket: Chest Strap Mount, Head Strap Mount, Handheld Extendable Monopod (Selfie Stick)
- ___ Back Pocket: Medium-Size Hard Case with Camera and Accessories

Hard Case contains:

Netted Pocket side:

- ___ A. How to Pack GoPro Case & Bag – Instructions
- ___ B. Booklet: HERO5 Black: Let's Get Started – Instructions (see links to Manual (47 pg.) & Videos)
- ___ C. Floating Handle, Yellow (use w/ Thumb Screw)
- ___ D. USB Cable

Foam Side:

- ___ E. GoPro HERO5 Black Action Camera
- ___ F. SanDisk Ultra 32GB UHS-I/Class 10 Micro SDHC Memory Card (inside camera)
- ___ G. Battery for GoPro HERO5 Black (inside camera)
- ___ H. Frame Mount (around camera)
- ___ I. Thumb Screw (holds Frame Mount on camera at base)
- ___ J. Charging Plug
- ___ K. Hi-Speed SD USB Card Reader
- ___ L. SanDisk microSDHC Adapter
- ___ M. Buckle Mount
- ___ N. Selfie Mount (circle base) screws on Handheld Extendable Monopod (Selfie Stick)
- ___ O. Tripod Mount (rectangle base) screws on Flexible Tripod
- ___ P. Flexible Tripod (with Tripod Mount attached)
- ___ Q. J-Hook Buckle Mount (shaped like J) slides onto Chest Strap

Black Carrying Bag, Front Pocket Accessories:

- ___ R. Head Strap Mount (w/ mount on it)
- ___ S. Chest Strap Mount (slide on J-Hook Buckle Mount)
- ___ T. Handheld Extendable Monopod (Selfie Stick use w/ Selfie Mount)

Library Staff Complete this Section:

___ All Parts and Camera Returned

___ Are there any parts missing? How many? _____ Missing before Check-out to Patron? _____

___ Circle Name of any Missing Parts; _____ Notified Supervisor & Did Not Check-In if Parts Missing

___ Date given GoPro Kit to IT to wipe clean Memory Card, re-set to default settings, clear any passwords, and recharge Battery and notify IT if GoPro is on hold for next patron.

Check-In Date: _____ Borrower Name and Signature: _____

Staff Name and Signature Checking-In GoPro: _____