

Poughkeepsie Public Library District

Hiking Backpack Kit Borrower Agreement and Guidelines

Guidelines for Borrowing and Returning

- Seven (7) 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.
- The Hiking Backpack Kit is non-renewable. If not available, Borrowers may place a hold on the Kit.
- The Hiking Backpack Kit is checked out and checked back in during opening hours at Adriance Memorial Library with a staff member at the Circulation Desk.
- Borrower and Library Staff sign and date this Agreement and Guidelines, and complete the Agreement Form's checks, using Hiking Backpack Kit Parts Guide, to mark the Kit's parts at check-out and at check-in.
- Follow "*Leave No Trace Principles*" for day hikes, picnicking, or overnight camping.

What are the Fines and Liability?

- \$5 per day for every late day, after the due date, will be charged to Borrower's PPLD Library Card.
- \$20 fine if the Hiking Backpack Kit is returned in the Book Drop of either library.
- If the items in the Hiking Backpack Kit are damaged, stolen or lost, Borrower is charged cost to replace.

What is Included with the Hiking Backpack Kit?

- Lightweight Ventura Pal hiking backpack
- BFULL M12 x 50 binoculars with carrying case and strap and manual
- Sportneer Military compass with carrying bag and manual
- First aid kit pouch
- Dorcy LED flashlight and 3 AA batteries
- Emergency blanket
- Steno-pad for Trail Notes to share with hikers
- *Explorer's Guide 50 Hikes in the Lower Hudson Valley: Hikes and Walks from Westchester County to Albany County*, 3rd ed.
- *East Hudson Trails: Three-Map Set* (Appalachian, Breakneck Ridge, Anthony's Nose, Bull Hill, Canopus Lake, Fishkill Ridge and two parks: Fahnestock State Park, Hudson Highlands State Park)
- *West Hudson Trails: Two-Map Set* (Schunemunk Mt., Storm King Mt., Black Rock, Butter Hill, Long Path, Highlands Trail and three parks: Black Rock, Storm King, and Schunemunk Mt.)
- (FYI: Forthcoming book to be added in August, *50 Hikes in the Lower Hudson Valley*, 4th edition)

What do you, the Borrower, Need to Provide?

- Please review the hiking websites provided for tips, and what to bring, such as plenty of water, food, good walking shoes, extra socks, insect spray, sunscreen, sunglasses, a hat, appropriate clothing, and a bag for collecting your trash to hike out with.

The Borrower, by signing below, acknowledges that they are responsible for charges accrued, and for damages, or lost items in the Hiking Backpack Kit. The Borrower also acknowledges that there are risks involved in hiking, and will take precautions to avoid injury, and that if the Borrower is negligent, injured, or hurt in anyway, or does not follow federal, state or local laws regarding hiking and private property rights, that the Poughkeepsie Public Library District is removed from any legal liability for the Borrower's failure to not know or observe the laws and regulations, or if they physically injure themselves or others, while using the Kit.

Borrower Name (Print): _____ **Library Card #** _____

Borrower Signature: _____ **Date:** _____

Address: _____ **Phone:** _____

Library Staff Signature: _____ **Date:** _____

Hiking Backpack Kit Parts Check Agreement Form

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

Instructions: Library Staff and Borrower will use the Hiking Backpack Kit Parts Guide (photo and list) to mark off all parts that are present, or missing, before check-out and before check back in.

1. Date form, and both Library Staff and Borrower will sign the form at check-out and check-in.
2. Remove items. See Hiking Backpack Kit image (below) at check-out & check-in to mark if each part.
3. Barcode located on Library of Things tag inside the hiking backpack – attached to white tag inside pack.
4. At return, if a part is missing, circle the part name, and notify your supervisor and **do not check-in the Kit.**
5. The cost of replacement will be the responsibility of the borrower and they will be contacted and billed.
6. Borrowers not charged or responsible to replace batteries, emergency blanket, or first aid kit supplies.
7. If emergency blanket, first aid supplies, or more AA batteries are needed; contact Janet and Krista.
8. File this form in Hiking Backpack Kit Binder, and retrieve this signed form at time of Hiking Backpack Kit is returned for check-in procedure with Borrower present.
9. At return/check-in, Library staff will remove the batteries from flashlight and do the following:
 - Ask if they used the Flashlight. The AA 1.5 volt *USED* batteries will go to the Youth Services Room.
 - A fresh set of *NEW* 3 AA 1.5 batteries (in a small plastic bag) for the Dorcy Flashlight.
 - It is important that batteries are not left in the flashlight, or any devices, when they are not in use.

Hiking Backpack Kit Contains:

- Lightweight Ventura Pal hiking backpack (red or orange)
- BFULL M12 x 50 binoculars + carrying case + strap + manual (*Manual=1 pg.; 1-sided, replaceable*)
- Sportneer Military compass + carrying bag + manual (*Manual =2 pgs.+ 2-sided = 4 pgs.; replaceable*)
- First aid kit pouch (*Multiple items; Replace when needed*)
- Dorcy LED flashlight + 3 AA batteries (*Replace with fresh batteries if they used it*)
- Emergency blanket (*Replace if used*)
- Steno-pad for Trail Notes to share with hikers (*Replace when needed*)
- *Explorer's Guide 50 Hikes in the Lower Hudson Valley: Hikes and Walks from Westchester County to Albany County, 3rd ed.*
- *East Hudson Trails: Three-Map Set*
- *West Hudson Trails: Two-Map Set*
- (FYI: In August, the 4th edition will replace 3rd edition of book, *50 Hikes in the Lower Hudson Valley*)



Library Staff to Complete at CHECK OUT for Parts checked out by Borrower:

Backpack Flashlight 3 AA Batteries in bag Compass with case Manual* 4 pages
 Binoculars with Carrying Case and Strap Manual* 1 page (*Manuals: if damaged, replace w/ copy)
 Steno-pad for Trail Notes to share with hikers First aid kit pouch Emergency Blanket
 East Hudson Trails: Three (all 3 Maps in Set) Two East Trail Map Only; One East Trail Maps Only
 West Hudson Trails: Two Map Set (all 2 Maps in Set) One West Map missing
 Explorer's Guide 50 Hikes in the Lower Hudson Valley: Hikes and Walks from Westchester County to Albany County, 3rd edition.

(FYI: In Aug. 2019, the 4th edition will replace 3rd edition of book: *50 Hikes in the Lower Hudson Valley*)

Condition of the Parts and Bag at Check-Out: Clean Not cleaned, if possible, please wipe down

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

Address: _____ **Phone:** _____

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

Library Staff to Complete on RETURN Check-in with Borrower Present:

Library Staff Instructions for Check-in and Preparation for Next Borrower to Use Kit (on other page, top):

Backpack Flashlight 3 AA Batteries in bag Compass with case Manual* 4 pages
 Binoculars with Carrying Case and Strap Manual* 1 page (*Manuals: if damaged, replace w/ copy)
 Steno-pad for Trail Notes to share with hikers First aid kit pouch Emergency Blanket
 East Hudson Trails: Three (all 3 Maps in Set) Two East Trail Map Only; One East Trail Maps Only
 West Hudson Trails: Two Map Set (all 2 Maps in Set) One West Map missing
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Condition of the Parts and Bag at Check-Out: Clean Not cleaned, if possible, please wipe down

Parts returned check mark -- if missing or damaged, please circle part(s); notify Supervisor, do not Check In

Check if emergency blanket needs to be replaced; email Janet and Krista if needed--no charge to Borrower.

Check-In Date: _____ **Borrower Signature:** _____

Staff Name Checking in Kit and Preparing for Next Borrower: _____

Ask if Borrower used Flashlight? If Yes, follow Instructions for replacing 3 AA fresh Batteries for next use.

If First Aid Pouch has items that need to be replaced, or a new replacement pouch ordered, email Janet and Krista

Check if emergency blanket needs to be replaced, and email Janet and Krista if needed.

_____ **Date Kit Prepared for Next Borrower by Staff Member checking it back in**

_____ **Red Kit Prepared -OR- _____ Orange Kit Prepared**