

Poughkeepsie Public Library District

Metal Detector 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 Metal Detector Kit is non-renewable. If not available, Borrowers may place a hold on the Kit.
- The Metal Detector 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 Metal Detector Kit Parts Guide, to mark the Kit's parts at check-out and at check-in.

Proper Use of Metal Detector Kit and Cleaning before Returning

- The Borrower will review the manuals, training videos, and guides for proper care and use of items.
- It is the Borrower's responsibility to follow the Code of Ethics for Metal Detecting (PPLD Kit webpage).
- The Borrower has the responsibility to respect property rights, ask permission first, follow the federal, state and local regulations on metal detecting of the property or park, leave the land and vegetation as they found it, and fill in all holes properly and follow the art of recovery for digging up targets.
- The Metal Detector, Pro-Find pin pointer, headphones, Charging cable, and Carrying Bag must be clean and in good condition upon return. Do NOT use bleach to clean. Use only a gentle soap, with water, and wipe down.

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 Metal Detector Kit is returned in the Book Drop of either library.
- If the items in the Metal Detector Kit are damaged, stolen or lost, Borrower is charged cost to replace.

What is Included with the Metal Detector Kit?

- Minelab X-Terra Pro metal detector, charging cable, Pro-Find pin pointer with belt holder, headphones and carry bag.
- Guides for using X-Terra Pro and Pro-Find pin pointer. Link to both guides on *Library of Things webpage*.
- One 9 volt battery (fresh or used) for Pro-Find pin pointer (place inside black screw off cap).

What do you, the Borrower, Need to Provide?

- Gloves, trowel, probe or screw driver, and a collection bag for holding items found.
- If Library's fresh batteries expire, you'll need to provide another 9 volt battery to continue use.

The Borrower, by signing below, acknowledges that they are responsible for charges accrued, and for damage to the Minelab X-Terra Pro metal detector or Pro-Find pin pointer, during the lending period, and for the full replacement cost (Minelab X-Terra Pro \$271; Pro-Find pin pointer \$99; Headphones \$37) if applicable or the either of the items are lost. The Borrower also acknowledges that there are risks involved in metal detecting and that if the Borrower is negligent in following federal, state or local laws regarding metal detecting 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: _____

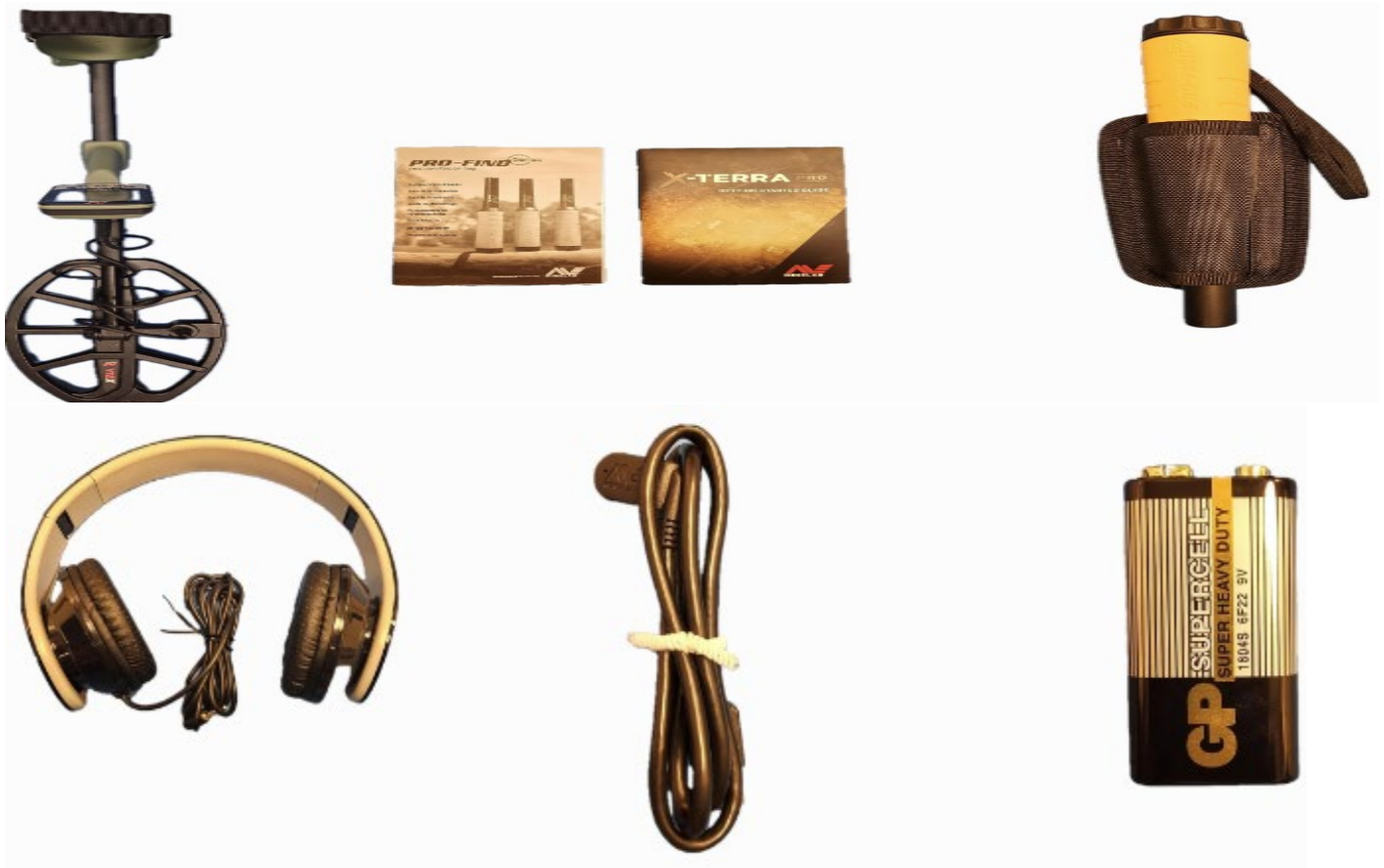
Metal Detector Kit Parts Check Agreement Form

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

Instructions: Library Staff and Borrower will use the Metal Detector Kit Parts Guide (photo) to mark off all parts that are present, or missing, before check-out and before check back in, including the 9 volt battery in the Pro-Find pin pointer..

1. Date form, and both Library Staff and Borrower will sign the form at check-out and check-in.
2. Remove items. See Metal Detector Kit image (below) at check-out & check-in to mark if each part is present.
3. At return, if a part is missing, circle the part name, and notify your supervisor and **do not check-in the Kit.**
4. The cost of replacement will be the responsibility of the patron and they will be contacted and billed.
5. File this form in Metal Detector Kit Binder, and retrieve this signed form at time of Metal Detector Kit is returned for check-in procedure.
6. After check-in is complete, Library staff will remove the batteries from the Pro-Find pin pointer and do the following:
 - The 9 Volt battery (removed one) will be placed in a plastic bag with the Pro-Find pin pointer. This battery is good for 30 hours use, and Gary can check strength. After several uses, please contact Gary to check 9 Volt to determine if time for a new 9 Volt battery to replace (we have replacements), or may check out next patron with 1 used and 1 new 9 volt (in separate bags) if Gary unavailable.
 - **NOTE:** Two or more 9 Volt batteries cannot be in same plastic bag and have parts touch each other because it ruins the batteries, so if going out with two 9 V batteries, each must be in separate bags.
 - It is important that batteries are not left in the devices when they are not in use.

Metal Detector Kit Contains: Minelab X-Terra Pro, Pro-Find pin pointer and Belt Holder, Carry Bag, Two manuals, one 9 V batteries (or two 9 V if one used and one new, in separate bags), Headphones, Charging cable



Library Staff to Complete this Section on CHECK OUT for Parts checked out by Borrower:

___ Carry Bag (barcode on strap tag)

___ Minelab X-Terra Pro

(Below items kept in Zippered Pocket)

___ Pro-Find pin pointer and Belt Holder ___ (*two checks for both present*)

___ Minelab X-Terra Pro Manual (*replace copy if damaged or lost - from Circ. Desk's Master file*)

___ Pro-Find pin pointer Manual (*replace copy if damaged or lost from Circ. Desk's Master file*)

___ 9 Volt battery in plastic bag for Pro-Find pin pointer - *if two 9 Volt (used and new) must be in separate plastic bags*

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 this Section on RETURN Check-in with Borrower Returning:

Library Staff Instructions for Check-in and Preparation for Next Borrower to Use Kit:

1. If parts missing, lost or damaged -- Do not check in Kit. Mark part(s) and notify supervisor. Batteries – no charge.
2. See #6 instructions (first page) regarding the removing of batteries from the pin pointer, and bullet points regarding how to prepare the battery for the next Borrower, and store the batteries in plastic bags. All parts (but the metal detector which collapses) go in the zippered pocket for next Borrower.
3. \$20 fine if returned in the book drop – notify supervisor. No charge for batteries missing or used.
4. If either of the two Manuals is lost or damaged, replace (for free) using copy made from Master copy, and fold and place in zippered pocket of bag for next Borrower.

Parts returned check mark -- if missing or damaged, please circle and notify Supervisor, do not Check In:

___ Carry Bag (barcode on strap tag)

___ Minelab X-Terra Pro Metal Detector (\$271)

___ Pro-Find pin pointer and ___ Belt Holder (\$99 – combined price)

___ Headphones (\$37)

___ Minelab X-Terra Pro Manual (*replace copy if damaged or lost from Master file – no charge*)

___ Pro-Find pin pointer Manual (*replace copy if damaged or lost from Master file – no charge*)

___ Remove 9 Volt battery from Pro-Find pin pointer, and see #6 instruction on first page for what to do next

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

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

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

Date Kit Prepared for Next Borrower: _____ **Instructions for Batteries completed:** _____