



Poughkeepsie Public Library District
Library of Things Guidelines and Borrower Agreement
Citizen Science: Observing Pollinators Kit

Guidelines for Borrowing and Returning

- Fourteen (14) day loan period to a Borrower who is 18 years or older with a Poughkeepsie Public Library District resident card (**White Card**) in good standing with no fines.
- The Observing Pollinators Kit is non-renewable. If not available, Borrowers may place a hold on the kit.
- The Observing Pollinators 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 initial and date these guidelines and agreement sheet, complete the checklists, using Pollinator Kit Parts Guide, to mark the kit's parts at check-out and at check-in.

Proper Use of Citizen Science: Observing Pollinators Kit and Cleaning before Returning

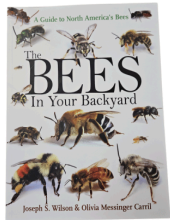
- The Borrower will review training videos and guides for proper care and use of items.
- The Borrower has the responsibility to respect property rights, follow the federal, state and local regulations on the property or park.
- The carrying box and contents (listed in this document) must be clean and in good condition upon return. Any white board marked items must be wiped clean.

What are the Fines and Liability?

- \$1 per day for every late day (not including due date) will be charged to the Borrower's PPLD card.
- \$20 fine if the Citizen Science: Observing Pollinators Kit is returned in the book drop of any PPLD branch.
- If the items in the Citizen Science: Observing Pollinators Kit are damaged, stolen, or lost, the Borrower is charged the cost to replace.

What is Included with the Citizen Science: Observing Pollinators Kit and the replacement costs?

1. One book: *The Bees in Your Backyard* by Joseph S. Wilson & Olivia Messenger Carril, \$22
2. One binoculars, carrying case, and 3 packs of lens wipes, \$25
3. One smartphone 7-in-one lens kit, \$25
4. One stopwatch, \$9
5. One laminated data sheet, \$N/A
6. One clipboard, \$3
7. One pencil sharpener, \$1
8. Two pens, \$N/A
9. One dry-erase marker, \$1.50
10. One box of 12 colored pencils, \$1
11. One New York State Trees and Wildflower Guide, \$8
12. One Massachusetts Trees and Wildflower Guide, \$8
13. One Field notebook, \$1
14. One clear, plastic tub with lid, \$13.50
15. One laminated how-to guide (not shown)



1



2



3



4



5&6



7, 8, 9



10



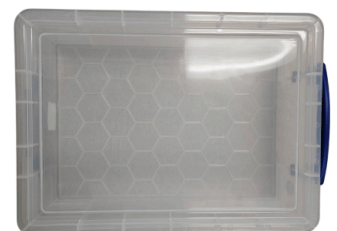
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14

BORROWER AGREEMENT FORM

The Borrower, by signing below, acknowledges that they are responsible for charges accrued, and for damage to the **Citizen Science: Observing Pollinators Kit contents**, during the lending period, and for the full replacement cost (\$118) if applicable or if the items are lost.

The Borrower also acknowledges that there are risks involved in using the Citizen Science: Observing Pollinators Kit and that if the Borrower is negligent in following federal, state or local laws regarding public 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 # 2239 _____

➤ Borrower Signature: _____ ➤ Date: _____

➤ Address: _____ Poughkeepsie, NY 126 _____

➤ Phone: _____

ITEM BARCODE: 32390 _____

Library Staff Initials: _____

Date: _____



Poughkeepsie Public Library District
Library of Things Checklists
Citizen Science: Observing Pollinators Kit

Instructions: Library Staff and Borrower will use the Citizen Science: Observing Pollinators Kit Guide (below) to mark off all parts that are present, or missing, before kit is checked out and before kit is check back in.

1. Library Staff and Borrower will initial and date the form at check-out and check-in.
2. Remove items from storage box and use the Kit Guide (below) at check-out and check-in to mark if each part is present.
3. If a part is missing at check-in (return), circle the part name, and notify a supervisor. Do NOT check-in the kit if anything is missing.
4. Replacement cost(s) are the responsibility of the Borrower. They will be contacted and billed.
5. File this form in Citizen Science: Observing Pollinators Kit Binder. Retrieve this signed form at the time the Citizen Science: Observing Pollinators Kit is returned for check-in procedure.
6. After check-in is complete, Library Staff will do the following:
 - a. Place kit back on the Library of Things shelves.

➤ **Borrower Name:** _____

➤ **Library Card # 2239** _____

Citizen Science: Observing Pollinators Kit _____

ITEM BARCODE: 32390 _____

#1 - CHECK OUT

Check-Out Date: _____

Library Staff to Complete this Section on CHECK OUT for Parts taken out by Borrower.

- ☐ 1. One book: *The Bees in Your Backyard* by Joseph S. Wilson & Olivia Messinger Carril, \$22
- ☐ 2. One binocular, carrying case, and 3 packs of lens wipes, \$25
- ☐ 3. One smartphone 7-in-one lens kit, \$25
- ☐ 4. One stopwatch, \$9
- ☐ 5. One laminated data sheet, \$N/A
- ☐ 6. One clipboard, \$3
- ☐ 7. One pencil sharpener, \$1
- ☐ 8. Two pens, \$N/A
- ☐ 9. One dry-erase marker, \$1.50
- ☐ 10. One box of 12 colored pencils, \$1
- ☐ 11. One New York State Trees and Wildflower Guide, \$8
- ☐ 12. One Massachusetts Trees and Wildflower Guide, \$8
- ☐ 13. One Field notebook, \$1
- ☐ 14. One clear, plastic tub with lid, \$13.50
- ☐ 15. One laminated how-to guide (not shown)

NOTE TO STAFF: If any parts are missing, DO NOT check out the item to Borrower.

Condition of the Kit at Check-Out (Circle one): CLEAN or NOT CLEAN

NOTE TO STAFF: If the item is not cleaned, please take it aside and wipe down.

By initialling below, we agree that all fourteen (14) items were present and in good condition at check out.

Library Staff Initials: _____

➤ Borrower Initials: _____

Date: _____

➤ Date: _____

#2 - CHECK-IN CHECKLIST

Check-In Date: _____

Library Staff to Complete this section on CHECK IN for Parts returned by Borrower.

Check off each item below:

- ☐ 1. One book: *The Bees in Your Backyard* by Jospeh S. Wilson & Olivia Messinger Carril, \$22
- ☐ 2. One binocular, carrying case, and 3 packs of lens wipes, \$25
- ☐ 3. One smartphone 7-in-one lens kit, \$25
- ☐ 4. One stopwatch, \$9
- ☐ 5. One laminated data sheet, \$N/A
- ☐ 6. One clipboard, \$3
- ☐ 7. One pencil sharpener, \$1
- ☐ 8. Two pens, \$N/A
- ☐ 9. One dry-erase marker, \$1.50
- ☐ 10. One box of 12 colored pencils, \$1
- ☐ 11. One New York State Trees and Wildflower Guide, \$8
- ☐ 12. One Massachusetts Trees and Wildflower Guide, \$8
- ☐ 13. One Field notebook, \$1
- ☐ 14. One clear, plastic tub with lid, \$13.50
- ☐ 15. One laminated how-to guide (not shown)

NOTE TO STAFF: If any parts are missing or damaged, DO NOT check in the item. Return kit to Borrower to address missing or damaged item(s). Add \$20.00 fine if returned in book drop. Notify supervisor in either case.

By initialling below, we agree that all fourteen (14) items were returned and in good condition.

Library Staff Initials: _____

➤ Borrower Initials: _____

Date: _____

➤ Date: _____