



**Poughkeepsie Public Library District**  
**Library of Things Guidelines and Borrower Agreement**  
**Central Hudson HomeBoost Home Energy Assessment Kit**

**BORROWER AGREEMENT FORM**

The Borrower, by signing below, acknowledges that they are responsible for charges accrued, and for damage to the **HomeBoost Home Energy Assessment Kit** (iPhone: 5 parts; Android: 4 parts), during the lending period of **one (1) week**, and for the full replacement cost (Total: \$500.00), if applicable or if the items are lost.

➤ **Borrower Name (Print):** \_\_\_\_\_

➤ **Library Card # 2239** \_\_\_\_\_

➤ **Borrower Signature:** \_\_\_\_\_ ➤ **Date:** \_\_\_\_\_

➤ **Address:** \_\_\_\_\_ Poughkeepsie, NY 126 \_\_\_\_\_

➤ **Phone:** \_\_\_\_\_

**ITEM BARCODE:** 32390 \_\_\_\_\_

**Library Staff Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CHECKLISTS

### #1 - CHECK OUT

- To be completed at CHECK OUT for Parts taken out by Borrower.
- NOTE TO STAFF: If any parts are missing, DO NOT check out the item to Borrower.
- NOTE TO STAFF: If the item is not cleaned, check in the item, and wipe it down.

### #2 - CHECK-IN

- To be completed at CHECK IN for Parts returned by Borrower.
- 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). Notify supervisor.
- Add \$20.00 fine if returned in book drop. Notify supervisor.

**Please select one:** HomeBoost Home Energy Assessment Kit version: \_\_\_\_\_ iPhone (green case)  
 \_\_\_\_\_ Android (tan case)

	DATE:		DATE:		
PARTS	OUT	CLEAN	IN	CLEAN	NOTES
1. Thermal camera #1 - USB-C (Android & iPhone)		YES or NO		YES or NO	
2. Thermal camera #2 - Lightning (iPhone only)		YES or NO		YES or NO	
3. Blacklight flashlight (Android & iPhone)		YES or NO		YES or NO	
4. Hard case (Android & iPhone)		YES or NO		YES or NO	
5. USB Charging Cable		Yes or NO		YES or NO	

**CHECK OUT:** By initialling below, we agree that all parts (**iPhone: 5 parts; Android: 4 parts**) were present and in good condition at check out.

Library Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

► Borrower Initials: \_\_\_\_\_ ► Date: \_\_\_\_\_

**CHECK IN:** By initialling below, we agree that all parts (**iPhone: 5 parts; Android: 4 parts**) were returned and in good condition.

Library Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

► Borrower Initials: \_\_\_\_\_ ► Date: \_\_\_\_\_

# **Poughkeepsie Public Library District**

## **Library of Things Guidelines and Borrower Agreement**

### **Central Hudson HomeBoost Home Energy Assessment Kit**

#### **GUIDELINES**

##### **Borrowing and Returning**

- Seven (7) 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 fees or fines.
- After returning the HomeBoost Home Energy Assessment Kit, a patron must wait 24 hours before checking out or placing a hold on the same item; items are not renewable. If not available, Borrowers may place a hold on the kit. (STAFF NOTE: Place an Item-level hold only)
- The HomeBoost Home Energy Assessment Kit is checked out and checked back in during opening hours at Adriance Memorial Library with a staff member at the Circulation Desk.
- Borrower's Agreement and Checklists to be signed and dated by Borrower and Library Staff at checkout. Count the number of items present and/or use the PHOTO and PRICE LIST for HomeBoost Home Energy Assessment Kit to identify all items. Once checked out, all items checked off will be the responsibility of the patron, so please make sure they are all accounted for.

##### **Proper Use of HomeBoost Home Energy Assessment Kit and Cleaning before Returning**

- The Borrower will review instructions and/or guides for proper care and use of items.
- All items should be returned clean and in the same condition in which they were checked out.
- Do NOT use bleach or harsh chemicals to clean.

##### **Fines and Liability**

- \$5 per day for every late day (not including due date) will be charged to the Borrower's PPLD card.
- \$20 fine if the HomeBoost Home Energy Assessment Kit is returned in the book drop of any PPLD branch.
- If item is damaged, lost, or not returned, Borrower will be charged the full cost of the item listed in the catalog (Sierra). If individual parts in the HomeBoost Home Energy Assessment Kit are damaged, stolen, or lost, the Borrower is charged the cost to replace each item as listed in inventory sheet.

## Instructions

1. Library Staff and Borrower will initial and date the form at check-out and check-in.
2. Remove items from HomeBoost Energy Assessment Kit 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. If item is not cleaned upon return, do not check in item.
4. Replacement cost(s) are the responsibility of the Borrower. They will be contacted and billed.
5. File this form in HomeBoost Kit Binder. Retrieve this signed form at the time the HomeBoost Kit is returned for check-in procedure.
6. After check-in is complete, Library Staff will do the following:
  - a. Mark item in repair
  - b. Place kit back on the Library of Things shelf to-be-checked

## NOTES

*Staff: Please initial any notes you add here*