

Checkout Date: _____

Print Borrower's Name: _____

Due Date: _____

Account Number: _____

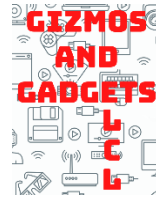
Return Date: _____

Microphone #: _____



East Lake Community Library Gizmos & Gadgets

Microphone Policy



General Policies

- Devices are only available to Pinellas County residents with a valid Pinellas Public library card with no delinquencies or unpaid fines.
- **Devices are only returned at the front desk of East Lake Community Library during regular business hours. Devices left in the book drop or at other libraries will be subject to a \$10 fine.**
- Devices must be returned properly disassembled, stored, and packaged just as they were when they were checked out.
- The library is not responsible for any losses or injuries accrued from device use, misuse, or malfunction. The library is not associated with any content created with the device or by the borrower.
- Check out period – 14 days. Holds can be placed & devices are renewable if there's no waitlist.
- Minimum Age – 16 years old.
- Maximum of two individual devices per borrower.
- Late fees: \$0.50/day
- **ELCL reserves the right to suspend or terminate borrowing privileges due to repeated late returns or damage/loss of items.**

Device-Specific Policies

- **Device Model: MAONO AU-A04TC USB Microphone Kit**
- One microphone per borrower at a time.
- The microphone is "plug and play" with no software or driver installation necessary for Windows 10 and Mac OS. Any issues regarding compatibility with software or other devices are the responsibility of the borrower.
- Microphone must be assembled by the borrower. Instructions included. **Microphone must be returned disassembled and properly stored in the case the way it was when checked out.**
- Damage or loss to the microphone will result in a replacement fee of \$78.
- Damage or loss to the microphone's case will result in a replacement fee of \$25.

Fines and fees summary:

Late fee: \$0.50/day

Improper return fine: \$10

Device replacement fee: \$78

Case replacement fee: \$25

I have read, understood, and agree to the Microphone Policy. I have received the microphone in good working condition and agree to return it in good working condition disassembled and stored the way I received it.

Current Phone Number: _____

Current Email Address: _____

Signature: _____ Date: _____