

Checkout Date: \_\_\_\_\_

Print Borrower's Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

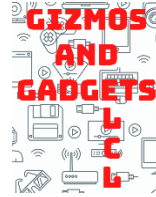
Return Date: \_\_\_\_\_

Portable Scanner #: \_\_\_\_\_



East Lake Community Library Gizmos & Gadgets

## Portable Scanner 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: Doxie Q Wireless Rechargeable Document Scanner**
- Device has a rechargeable battery and can be connected to computers via WiFi or USB cable.
- Scans are saved to the included memory card. A USB adapter is included to plug the memory card into your computer.
- Alternatively, scans can be saved to a computer over WiFi or USB cable, but the computer must have the scanner software. Free software is available for Windows, Mac, and iOS devices. Instructions to download the software are included in the manual.
- Loss or damage to the scanner will result in a replacement fee of \$240.
- Loss or damage to the scanner's case will result in a replacement fee of \$23.
- Loss or damage to the memory card will result in a replacement fee of \$8.
- Loss or damage to the memory card adapter will result in a replacement fee of \$13.

Flip over for more

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Fines and fees summary:

Late fee: \$0.50/day

Improper return fine: \$10

Scanner replacement fee: \$240

Case replacement fee: \$23

Memory card Replacement fee: \$8

Memory card adapter Replacement fee: \$13

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**I have read, understood, and agree to the Portable Scanner Policy. I have received the Portable Scanner 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: \_\_\_\_\_