Borrower Agreement for GoPro Camera
Ivy Tech Community College Fort Wayne Library

Last Name:____________________  First Name:_____________________
Phone:_____________________  Email Address:____________________

CONDITIONS OF LOANS
• GoPro Cameras are for use by Ivy Tech students currently enrolled in courses only. Ivy Tech Student ID must be presented at checkout.
• GoPro cameras are available for checkout only to students who have completed their first semester, have a cumulative GPA of 2.0 or above, and have a recommendation from a professor in whose class you are currently enrolled.
• All items checked out will be inspected for physical damage and missing accessories at the time of return. Inspection and check-in may take several minutes, and the borrower needs to stay until it is finished. Please do not leave before this is completed so we do not have to charge you a late fee. Library staff will determine if the GoPro Camera is in good working order or if it has been tampered with or damaged.
• Borrower agrees to follow all policies and procedures concerning use of Library equipment and Library policies with regard to late returns and fines. **Borrower agrees to pay Ivy Tech Community College for the loss or damage to any piece of equipment or accessories borrowed, up to and including the total replacement cost of lost or damaged equipment.**
• GoPro Cameras may be checked out for a maximum of two weeks and renewals are up to the discretion of staff. Renewals must be made in person with all equipment present. Return the GoPro Camera to a staff member at the Circulation Desk. **Do not place in the Book Drop as this may cause physical damage to the GoPro Camera.**

OVERDUE POLICY
• **There is a zero tolerance policy for late returns.** If a GoPro is returned late, GoPro borrowing privileges will be suspended for the semester or indefinitely.
• An overdue fee of $5.00 per library business day will be charged for late returns. This is a flat rate fee and will not be adjusted based on hour of return. If the GoPro is not returned on time, then the replacement cost (approximately $389.95) is charged to your account until the GoPro is returned. When the GoPro is returned, the charge will be adjusted to the accrued late fees.
• Students are responsible to pay for all accrued late fees even if the GoPro is returned. All fines or replacement costs must be paid at the Bursar’s Office. Unpaid fines may result in a hold on your account preventing you from renewing or checking out library materials, registering for classes, etc.
• **If circumstances arise that prevent you from returning the GoPro on the date due, call the library at 260-480-4172 as soon as possible. Otherwise late fees will be charged and privileges may be revoked.**

ITEMS CHECKED OUT:
___ GoPro HERO4 Silver Camera, (2) Rechargeable Batteries, & USB Cable
___ Carrying case, Protective Housing, & (3) backdoors for housing
___ 32GB Class 10 microSDHC memory card
___ Hand Grip, Head-Mount, Clip-Mount, Quick Start Guide

I have received the above checked equipment in good working order, and agree to return it in the same condition on the date listed below. I have read and understand the Conditions of Loans, and agree to follow them and pay fees as required.

Signature:_________________________________ Date:____________

Date Due:__________ by:__________  (staff put time as 15 min. before closing)
Borrower Initials:______  Staff Initials:______
ITEMS CHECKED IN:
____ GoPro HERO4 Silver Camera, (2) Rechargeable Batteries, & USB Cable
____ Carrying case, Protective Housing, & (3) backdoors for housing
____ 32GB Class 10 microSDHC memory card
____ Hand Grip, Head-Mount, Clip-Mount, Quick Start Guide

____ I certify that the items checked above are in working order.
or
____ I experienced the following problem with the GoPro Camera and/or its components:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Borrower:_____________________________________________________
Date:_________________________ Time:_________________________

____ The GoPro Camera and items returned by the borrower above appeared in good
working order.
or
____ I found these problems or damage when the GoPro Camera was returned:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Staff Signature:__________________________________________________________
Date:_________________________ Time:_________________________

Staff Notes (communications sent or received, other internal notes)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________