

Downloadable Audiobook on MP3 Player Request Form and Agreement

1. **REQUEST:** DATE _____ TITLE _____

PATRON NAME _____ PHONE# _____ LIB. CARD? _____

Policies:

- Patrons may reserve MP3 players with audiobook loaded by completing this form. Patrons may borrow only 1 MP3 player at a time.
- Turnaround time is usually one business day. Loans are for two weeks – one 2-week renewal is permitted.
- If the MP3 player is lost or damaged, replacement cost is \$99.00.
- If any accessory to this MP3 player kit is missing or damaged upon return, patron agrees to reimburse the library \$20.00 per missing part.
- If a unit is not returned on time, the borrower will be assessed a late fee of \$1.00 per day.
- A deposit of \$20.00 is required and will be returned when the unit is returned in good condition.
- MP3 players must be returned to the Circulation desk at Bernardsville Public Library, where a staff member will certify that you returned the unit intact. Please retain a copy of this certification as proof of return.

This kit contains the following items:

- | | | |
|--------------------------------------|-------------------|-----------------------|
| Kit bag with barcode | Lanyard with clip | Wristband |
| MP3 player | Battery in player | Headphones (optional) |
| Plastic carrying case holding player | Extra battery | Instructions |

2. BORROW: Borrower sign below when borrowing MP3 player:

I, _____, agree to the above terms and have taken MP3 player # _____ and the kit contents outlined above on _____ (date).
 _____ (signature)

3. RETURN

Staff Member sign below when MP3 player is returned and provide borrower with a receipt:

I, _____ (staff member) certify that MP3 player # _____ was returned on date _____ (signature).

Patron sign below:

My deposit was returned : _____
 Signature Date

Fees collected (if applicable): _____

-----TEAR OFF
 RECEIPT-----

4. PATRON RECEIPT-- RETURN

Staff Member sign below when MP3 player is returned and provide borrower with a copy:

I, _____ (staff member) certify that MP3 player # _____ was returned on date _____ (signature).

Patron sign below:

My deposit was returned. _____
 Signature Date

Fees collected (if applicable): _____