

Camera Library Borrower Agreement

Contents

- About The Camera Library 2
 - E Street Studios Contacts 2
 - Partners and Support 2
 - About the Program 2
- General Guidelines 3
- How To Check Out Camera Gear 4
 - There Are Two Ways to Check Out Camera Gear 4
- Sonoma County Library Camera Library Borrower Agreement 5
- Complete and Sign the Borrower's Agreement 6

About the Camera Library

Sonoma County Library's Camera Library offers a variety of professional-grade cameras, microphones, stabilizers, and other accessories for patrons to create their own audio and video productions. Equipment is free to check out to patrons with permanent library cards in good standing.

E Street Studios Contacts

- Visit the website:
<https://sonomalibrary.org/browse/libraryofthings/cameracatalog/estreet-request-form>
- Email the team: estreet@sonomalibrary.org
- Call the Central Santa Rosa branch: (707) 308-3020

Partners and Support

Sonoma County Library's Camera Library is made possible via a partnership with the City of Santa Rosa and Public, Educational, and Government (PEG) funds. In addition to this project PEG funds also support the library's sound studios, immersive viewing dome, 360-degree touch screen display, and cable access channel.

About the Program

One of Sonoma County Library's Reimagining Plan concepts is to expand technology, connectivity, and information access. The Camera Library provides equipment and education for patrons to make video, photo, and audio content that they can produce and edit on the library's iMac workstations or kiosk laptops.

A future phase of the program is to create a cable access platform where patrons can publish their audio and video content via a public cable television broadcast.

General Guidelines

- All patrons must sign the Camera Library Borrower Agreement before checking out equipment.
- Patrons must be 13 years of age or older to check out camera equipment.
- Patrons are financially and otherwise responsible for the equipment at all times, until it is returned to the library. Equipment should not be left unattended or in the care of anyone else.
- The checkout duration is 3 weeks.
- Patrons cannot check out another camera kit until the first kit is checked in, but can check out multiple accessories.
- Patrons cannot check out additional camera gear if there are any overdue camera library items on their account.
- If patrons return an item with missing components, patrons will be charged for what is missing according to the kit contents list.
- Patrons are responsible for proper care of the equipment and understand that they will be held accountable for all replacement or repair costs in the event of loss, damage, or theft. If the repair costs for an item total 50% or greater than the total replacement cost for an item, the item will be replaced, and patrons will be responsible for the total cost of the item. If the item can be repaired and the repair costs total less than 50% of the item, patrons will be responsible for the repair costs.
- Equipment that is returned with excessive odors (smoke, pet odors, etc.) may accrue a \$25 cleaning fee.
- Patrons must immediately report any loss of or damage to the equipment to a library staff member.
- Equipment must be returned to the library where it was checked out in good condition. Do not return items to the book drop.
- Sonoma County Library is not responsible for any files left on the equipment, or for loss of, or damage to, files during the loan period. All files will be deleted when the equipment is returned to the library.

How to Check out Camera Gear

There Are Two Ways to Check out Camera Gear

1. **On Demand**

E Street Studios offers a limited collection of equipment available for check out on demand at the reference desk. Patrons can check out available gear 7 days a week during library open hours; no appointment necessary. Just stop by the reference desk to complete the online agreement and request equipment. This option allows patrons to check out a select smaller library of equipment 7 days per week.

2. **By Appointment**

Complete the Borrower Agreement online: sonomalibrary.org/estreetgetstarted When we receive your completed agreement, we will email you a link to make a pickup appointment. Appointments are Mondays and Thursdays.

This option will allow you to:

- Access the larger camera collection
- Use curbside pickup at the back of the library
- Re-check out equipment (if no one is waiting to check it out)
- Ask questions and get help with equipment

Please email estreet@sonomalibrary.org or call (707)308-3020 if you have any questions.

We also offer a drop-in Q&A on Mondays in the Central Forum Room from 2:30-3:30 pm and a Media Maker Meetup on the last Wednesday of every month from 6-7 pm.

Sonoma County Library Camera Library Borrower Agreement

- I have received, fully read, understand, and agree to abide by all the rules and regulations of this Borrower's Agreement.
- I understand that I must be 13 years of age or older to check out camera equipment.
- I am responsible for the equipment at all times, until it is returned to the library. I will not leave equipment unattended or leave it in the care of anyone else.
- I must return the equipment to the library within 3 weeks of checking it out.
- I understand that I cannot check out another camera kit until the first kit is checked in, but I may check out additional camera accessories.
- I understand that I cannot check out camera gear if I have any overdue camera library items.
- I understand that if I return a kit with missing components, I will be charged for what is missing according to the kit contents list.
- I accept responsibility for proper care of the equipment that I am borrowing and understand that I will be held accountable for all replacement or repair costs in the event of loss, damage, or theft. If the repair costs for an item total 50% or greater than the total replacement cost for an item, the item will be replaced and I will be responsible for the total cost of the item. If the item can be repaired and the repair costs total less than 50% of the item, I will be responsible for the repair costs.
- I understand that equipment returned with excessive odors (smoke, pet odors, etc.) may accrue a \$25 cleaning fee.
- I will immediately report any loss or damage of the equipment and/or its accessories to a library staff member.
- I agree to return equipment to the library where I checked it out in good condition 21 days following my check out date. I will not return items to the book drop.
- I understand that Sonoma County Library is not responsible for any files left on the equipment, or for loss of, or damage to files during the loan period. All files will be deleted when the equipment is returned to the library.

Borrower Agreement

Complete the following Borrower Agreement to indicate that you understand and agree to the procedures of the Camera Library.

I, _____ (name), have read the Camera Library User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of it, including but not limited to, the rules stated herein, the Sonoma County Library Safe Library Use Policy, the Library Internet Use Policy, and all other applicable Library policies and procedures. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions. I am 13 years of age or older, my library card is in good standing, and I have no overdue camera equipment.

I understand and agree that I am financially responsible for any and all damage done to Sonoma County Library's Camera Library equipment, materials, or facilities resulting in my misuse or failure to follow all rules, policies, procedures, and restrictions relating to use of it. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment, materials, or facilities resulting from such actions.

I understand that use of the Camera Library equipment is permissive and at the discretion of the library. At any time and for any reason, disclosed or non-disclosed, the library may deny me access to the Camera Library.

I am aware that use of the Camera Library is voluntary and may expose me and others to injury, or injury to property. I expressly assume these risks. I agree that by executing this agreement, I shall defend, indemnify, and hold harmless the Sonoma County Library, its officers, officials, employees, and volunteers from and against any and all claims, proceedings, damages, losses, suits including attorney fees and costs, actions, or liabilities for injury or death of any person, or for loss or damage to property, or for loss of data, or any other claim in connection with the use of E Street Studios, including the equipment, tools, and materials therein, as well as any claims related to my use of materials I did not create. On behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, I forever waive, release, and discharge the Sonoma County Library from any and all liability for my death, disability, personal injury, property damage, property theft or claims of any nature which may hereafter accrue to me, and my estate, as a direct or indirect result of my use of the Camera Library.

Full Name: _____

Signature: _____ Date: _____

Library Card Number: _____

E-Mail Address _____ Add me to the Camera Library e-mail list.