**Media Production Kit Borrowing Agreement**

**Cedar Mill Community Library**

**Media Kit Borrowing Agreement**

By checking out the Media Kit, you assume responsibility for any loss, theft or damage of the device(s) while it is checked out to you. If loss, theft or damage occurs to any part, you will be responsible for the replacement costs as follows:

* Mobile Podcast Production Kit ($143 total + $5 processing fee: see price of individual parts on back)
* Mobile Videocasting Production Kit ($402 total + $5 processing fee: see price of individual parts on back)
* Mobile Movie Production Kit ($803 total + $5 processing fee: see price of individual parts on back)
* Mobile Music Production Kit ($889 total + $5 processing fee: see price of individual parts on back)

**Media Kit Circulation Policy**

* Each circulating Media Kit is loaned for 7 days with 4 renewals possible (if there are no other holds).
* The late fee is $10 per day.
* Kit must be returned to **the circulation desk during open hours (not in the book drop)** at Cedar Mill Community Library. It cannot be returned to other Washington County Libraries.
* Any files created using the devices will be deleted upon return of items.
* Borrowers must complete and sign Media Kit Borrowing Agreement.
* Your account must be in good standing (contact information up to date and no fines in excess of $10.00).
* Youth ages 14-17 must have a signed parent permission form on record with us to check out media kits

**NOTICE: Do not add or delete any software or apps to any device. You will be subject to a $25 fine if you do.**



My signature below indicates that I have read and agree to the terms of the Media Kit Borrowing Agreement. I acknowledge that I have received this Kit in good working order and that it is complete with all parts.

Print name Phone #

Signature Date

**236140**

Library Card Number Email

Staff Use Only

At checkout:

* Check library card for “good standing” status
* If patron is age 14-17, confirm there is a MEDIA KIT PERMISSION FORM SIGNED listed in the patron notes. If not, send to reference first.
* Verify address & phone number is current by checking a Photo ID (minors need to have one too).
* Verify with patron that all parts are in the case
* Have patron sign the Media Kit agreement. Cut top portion off and give to patron. Place signed portion in sleeve attached to ILL tub
* Check out Kit to patron
* Send patron to Reference for instructions, if needed

At Check-in:

* Place Kit in ILL tub

**Mobile Podcast Production Kit**

* Zoom H1 Handy Recorder $69
* Adjustable tripod stand $3
* Padded shell case $3
* Windscreen $3
* Mic clip adapter $3
* AC adapter $3
* USB Cable $3
* Micro SD card $3
* Instruction sheet $3
* Book – *Podcast Solutions* $25
* Case $25

**Mobile Videocasting Production Kit**

* Q3HD Zoom Handy Video Recorder $300
* Adjustable tripod stand $3
* Padded shell case $3
* Windscreen $3
* Ac adapter $3
* HDMI cable $3
* TV cable $3
* 32 GB SD card $3
* Instruction booklet $3
* Book – *Video Nation* $30
* Case $25

 **Mobile Movie Production Kit**

* Sony HDR-CX260V camcorder $370
* HDMI cable $20
* TV cable $8
* AC plug & adapter $15 for both pieces
* USB cable $7
* 32 GB SD card $25
* Video Camera Recorder Manual $25
* Nikon Stereo Microphone Manual $3
* Nikon 27045 ME-1 Stereo Microphone $180
* [Opteka X-GRIP Stabilizing Handle](http://www.amazon.com/gp/product/B003PBB4ME/ref%3Dox_sc_act_title_4?ie=UTF8&psc=1&smid=A1P9QRDRYY6FXL)  $20
* Book – *Video Nation* $30
* Case $100

**Music Production Kit**
* iPad3 with Garage Band software loaded $500
* Ipad wall plug w USB insert $20
* USB to ipad cable $5
* Camera connection device w USB insert $15
* Jam Guitar Jack $56
* Ipad connection cable for Jam Guitar Jack $20
* USB connection cable for Jam Guitar Jack $20
* Jam quickstart guide $3
* Blue Yeti Microphone $85
* USB connection cable for Blue Yeti Mic $12
* Blue Yeti Microphone instruction guide $3
* Belkin USB 2.0 4-Port Hub, with AC power adapter & USB cable $20
* Book – *Make Music with Your ipad* $30
* Case $100