



## HSLI Digital Video Camera Agreement

1. I understand that the camera is not available for lending during the HSLI annual conference. Requests will be honored on a first-come, first served basis. Should the camera be needed for official HSLI business, the needs of the organization receive priority of those of individual members.
2. I agree to return the camera within 14 days or receiving it. The loan period can be extended an additional 10 days upon request.
3. I understand that I am liable for any deliberate misuse or damage to this camera. I am also responsible for the replacement or repair cost of the camera if it is lost, stolen, or damaged.
4. I agree to pay the return shipping charges to return the camera to the HSLI president. The camera shall be returned to: Stacey Knight-Davis, Booth Library, 600 Lincoln Ave., Charleston, IL 61920
5. I understand that if I fail to abide by any of the above regulations I may not be allowed to borrow the camera again.

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Borrower's Name

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Borrower's Signature

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Address

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Phone

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Email

Camera needed by this date: \_\_\_\_\_

Date form completed: \_\_\_\_\_

-----Internal Use-----

Date received

Date shipped

Date Due