

Montana State Library (MSL)

Share Your Story Equipment Use Policy

Definitions:

The MSL Share Your Story kit includes but is not limited to the following items:

- iPad Air (64 GB, wifi NOT cellular)
- iPad USB adapter
- Fintie SmartShell Case for Apple iPad Air
- AmazonBasics 14.1 Inch Laptop and Tablet Travel Case
- iShot Pro Tripod Mount
- Movo LV1 Lavalier Lapel Clip-On Omnidirectional Condenser Microphone
- Samson Meteor Mic USB Studio Microphone
- Tripod

I. General Policies:

Borrowing libraries are responsible for maintaining an appropriate level of care for MSL equipment provided to them under this policy. An inappropriate level of care is indicated by the equipment being returned to MSL in a condition that in any way inhibits or prevents its successful redeployment to another training situation.

Prior to acquiring equipment from MSL or previous borrowing library, borrowing libraries shall comply with the MSL insurance agreement requirements, pre-use training requirements, equipment use and performance reporting requirements, and any other such procedural requirements as MSL deems necessary to ensure the continued availability of that equipment to support MSL's mission.

Borrowing libraries are required to sign an MSL Equipment Insurance Agreement form before any equipment can be borrowed from MSL. Borrowing libraries or their insurance providers will be responsible for the repair or replacement cost not covered by MSL insurance of any MSL equipment damaged or lost while the equipment is in the care, custody, or control of the borrowing library, including damage or loss incurred while equipment is in transit, if transportation is provided or coordinated by the borrowing library. Borrowing libraries are encouraged to review their own insurance policies so that they may understand to what extent those policies would cover any property damage or personal injury that occurs while MSL equipment is in their care, custody, or control.

Borrowing libraries are responsible for confirming transportation arrangements with MSL pilot coordinator for MSL Equipment to and from the hosting site.

MSL does not guarantee the availability, usability, or performance of its equipment and assumes no liability for any equipment malfunctions or failures; damages to connected accessories, network configurations, or other non-MSL equipment or borrowing library property; loss of data, or other losses experienced by users of MSL equipment; or injury to borrowing library staff, volunteers, patrons, or users of MSL equipment.

II. Forms

III. MSL Equipment Insurance Agreement

IV. Insurance Coverage

It is the policy of the Montana State library that non-MSL users of MSL Equipment agree to the following before any equipment can be borrowed from MSL:

I _____ (Borrowing Library Responsible Party) **have read the Montana State Library Equipment Use Policy, and agree to abide by its provisions. On behalf of _____ (Name of Borrowing Library) I agree that _____ (Name of Borrowing Library) or its insurance provider will be responsible for the repair or replacement cost of any MSL equipment or property of damaged or lost while in the care, custody, or control of _____ (Name of Borrowing Library). _____ (Name of Borrowing Library) agrees that MSL is not responsible for any injury or injuries sustained as a result of use of the MSL Equipment, by borrowing library staff, volunteers, patrons, or users of MSL equipment.**

Signature of Responsible Party

Printed Name and Title of Responsible Party

Library

Address and Telephone Number of Responsible Party

Date