



Henderson County Public Library Flip-Pal Mobile Scanner Policy

The Henderson County Public Library owns two (2) Flip-Pals for public use. One Flip-Pal is for use inside of the library with the direct supervision of the Genealogy Department Staff and one may be checked out to patrons provided the following guidelines are followed:

- A training session will be required before the Flip-Pal can be checked out.
- Patrons must be in good standing with no outstanding fines or fees.
- Only adults with permanent cards may check out a Flip-Pal.
- Patrons must call two (2) days prior to check out to reserve the Flip-Pal.
- A \$40 cash deposit must be paid at check out and may be retained to cover overdue fees that may occur and/or go toward repairing damage to the device or software.
- The check out period for the Flip-Pal will be three (3) days with no renewals.
- Overdue fines will be \$10.00 per day.
- The Flip-Pal must be returned in person in the library during regular hours. **The device is never to be left in the drop box.** Returning the Flip-Pal in the drop box will automatically require a patron to pay the maximum replacement cost and future check outs will be prohibited.
- The software to operate the stitching feature and the image files captured by the device are stored on a removable media card. The software is plug-and-go, so nothing should be downloaded or uploaded to the media card other than the picture files and the software.
- A three (3) day maintenance period between check outs is required. If the Flip-Pal is in good working order and no parts need to be replaced, then the deposit will be released.
- If the Flip-Pal is returned in damaged beyond repair condition, or not returned at all, the borrower is liable for payment of all applicable replacement fees up to \$210.00. –see attached replacement cost list
- Patrons will be responsible for supplying 4 AA batteries required to operate the Flip-Pal.

_____ Patron has received required training from Genealogy Staff.
Staff Initials

I understand the preceding conditions and will abide by the policy to the best of my ability and will accept and promptly comply with my responsibilities should any violation of the policy occur.

Check Out & Deposit Paid:

Borrowing Patron's Signature

Date

Name Printed

Staff Initials

Patron's Barcode

Check In:

Borrowing Patron's Signature

Date

Name Printed

Staff Initials

Deposit Returned:

Borrowing Patron's Signature

Date

Name Printed

Staff Initials

Notes regarding deductions from the total deposit

This original document will be retained at the library and a copy will be issued to the patron at check-out.

Replacement prices for missing or damaged beyond repair parts of the Flip-Pal Mobile Scanner:

4GB Media Card	\$10.00
Hardshell Case	\$40.00
Media Card to USB Adaptor	\$15.00
Flip-Pal lid	\$40.00

If nothing is returned, a charge of \$210 will be assessed to patron.