

## ORAL HISTORY BACKPACK BORROWER AGREEMENT

This checkout agreement (hereinafter referred to as the “Agreement”) governs the use of the oral history audio recording equipment described below (hereinafter collectively referred to as the “Equipment”):

- A backpack containing a digital voice recorder and accessories (batteries, microSD card, SD card adapter, USB cable, USB-type AC adapter, tripod, headphones, headphones cleaner, windscreen, pencils, field notebook, thank you cards, question cards).

By checking out the Equipment, you agree to the following:

1. I understand that the Equipment may only be checked out by a Buncombe County Library cardholder in good standing who is at least 18 years of age and has held a library card for at least two weeks.
2. I understand that only one (1) person in my household is eligible to check out an oral history backpack at a time.
3. I understand that the Equipment may only be checked out for 4 weeks. It must be returned by the due date with all included cables and original packaging to a staff member inside the Library or by using Curbside Service during normal library operating hours.
4. I understand that I may be restricted from borrowing the Equipment again for a period of 30 days if I fail to return it by its due date.
5. I understand that the Equipment may NOT be returned to the outdoor book drop.
6. I understand that I shall not remove any barcodes, stickers, or labels from the equipment.
7. I understand that the Equipment will be considered lost if it is not returned 10 days after its due date.
8. I understand that a police report may be filed if the Equipment is reported lost or stolen or is 20 days overdue.
9. If I do not return the Equipment and its accessories to the Buncombe County Library, I will be charged a replacement fee as follows:
  - a. Voice recorder \$100
  - b. Backpack \$30
  - c. Headphones \$20
  - d. MicroSD card, adapters, windscreen, or hard-shell cases \$10 each.
10. I understand that I am responsible for copying files from the device to my computer or another storage device, and that any data left on the Equipment upon check-in will be deleted.
11. I agree to hold harmless Buncombe County, the Buncombe County Library, and any agents thereof for any personal injury, inconvenience, or other damage whatsoever that I may incur as a result of using the Equipment.
12. I understand that if I violate any terms of this agreement that I will be blocked from borrowing these devices for a total of 30 days.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them. If I do not abide by these terms and conditions, I acknowledge that my checkout privileges may be revoked.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Library Card # \_\_\_\_\_

## ORAL HISTORY DONATION ADDENDUM

Donating the oral history interviews recorded using this equipment to Buncombe County Special Collections (BCSC) is OPTIONAL. BCSC will only collect oral histories that align with our collection policies and include the following:

- Audio release forms filled out by all speakers, with complete contact information;
- Brief biographical summary of interviewee(s);
- Summary of topics covered;
- Description of the date and place of the interview;
- All necessary redaction, anonymization, or restrictions completed and/or communicated to staff;
- Completed donation checklist to ensure all these conditions are met.

While not required, finalized, narrator-approved transcripts are also appreciated.

Potential donors must contact [packnc@buncombecounty.org](mailto:packnc@buncombecounty.org) before donating.