



## Digitization Kit Loan Policy

### Eligibility

To borrow a Digitization Kit from the Library of Michigan (LM), the Borrower must be from a library, museum, historical society, or other cultural heritage institution within the state of Michigan. Borrower agrees to use the Equipment for academic, research, government, or non-profit use only, and not for any commercial use or application.

### Responsibility

By borrowing a Digitization Kit, you agree to be responsible for the kit and its contents and adhere to the requirements below. Failure to adhere to requirements may result in loss of future borrowing privileges. If kit contents are lost, damaged, or stolen the Borrower may be responsible for replacement costs.

- Only staff from or volunteers trained by the borrowing entity will use the Equipment according to the proper handling of equipment as outlined in the LM Digitization Kit Guide provided.
- Kit and all contents will remain on the premises of address listed in kit request form or as indicated for a community scanning event.
- Borrower shall ensure all loaned equipment is kept in a secure, locked location when not in use.
- Notify the LM contact immediately if the kit contents or case are lost, damaged, or stolen.
- The public should never have unsupervised access to the equipment.
- Food and drink will be kept away from kit contents at all times.
- Borrower is responsible for compliance with all applicable laws, including copyright and privacy laws. LM is not responsible for any illegal activity resulting from Borrower's use of equipment or scanned materials, including the violation of laws involving potential rights, copyright, or privacy.
- LM will not be held responsible for any damage that might occur to scanned items using the provided kit. The Borrower is responsible for determining suitability of material for scanning.
- Return all kit contents in good condition, with the exception of disposables (nitrile gloves, etc.).
- Return kit at end of loan period, packed securely according to documentation provided.
- Complete Digitization Kit User Survey upon return of kit for statistical purposes.

### Duration of Loan

The loan period, unless otherwise specified, is the period of time the item may remain with the Borrower disregarding travel time. Any extension must be requested no later than one week before a kit's due date. Extensions are subject to approval and will be granted depending on kit availability.

## Institutional Authorization

The person signing this agreement represents that they possess the legal authority to enter into this contract on behalf of their institution. Email completed document to [lm-digitization@michigan.gov](mailto:lm-digitization@michigan.gov).

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Funding Statement

Funding for this project is provided in part by the Institute of Museum and Library Services.