

FlipVideo Camera Policies for Patrons

Circulation Period: 3-day loan. This is a short term loan item, so billing/replacement procedures for short term loans apply.

Availability: Please expect a 24 hour turnaround period after the FlipVideo camera has been returned. Staff may need to recharge the camera or delete any content that remains from previous patrons.

Overdue Fines:

1st – 4th days - \$1.00 per day

5th day – \$5.00 maximum overdue fine

6th day – \$35.00 replacement processing fine

7th day – item replacement charge

Equipment: The following items are included with each FlipVideo camera and should be included upon return: media cord, paper instruction sheet, laminated instruction sheet, table top tripod, date due slip, and black Kodak camera case.

Software: Software can be installed on your personal computer by plugging the camera's USB connector into the computer CPU.

Recharging the Battery: Make sure your computer is powered on. Connect the camera's USB arm to your computer's USB port. The recording light will turn on to indicate the battery is charging. **Note: A full recharge may take up to 7 hours.** The light will turn off when the battery is fully charged.

Videos: Please remember to delete all video footage before returning the FlipVideo camera to the library.