

EQUIPMENT LOAN AND USE POLICY

COMMUNITY ROOM LIBRARY EQUIPMENT covered by this policy includes:

- Chalkboard
- Portable Film Screen
- Coffee Pot
- Radio/Audio Tape/CD-ROM System
- Film Projectors (2)
- Slide Projector
- Film Screen
- Tables and Chairs
- Overhead Projector
- Television
- Podium and Microphone
- VCR

Equipment listed above may be requested for IN LIBRARY USE by any organization using the community room. Organizations are responsible for any damage to library equipment.

NOTE: THERE IS A COMPUTER AND A LCD PROJECTER AVAILABLE FOR PUBLIC USE

Equipment available for outside loan includes:

- Film Projector
- Portable Film Screen
- Podium and Microphone
- Overhead Projector
- Slide Projector

1. Service/educational organizations within our school district may borrow library equipment provided they are not needed for a library program.
2. The organization or representative of the organization must have a library card in order to checkout the equipment.
3. A form must be signed by the requesting representative of the organization accepting responsibility for the equipment.
4. The organization is responsible for any loss or damage that results from the loan.
5. Loan period is 3 days. Longer loan periods may be arranged with the permission of the library director.
6. The library reserves the right to recall its equipment before the end of the loan period.