

PEASE PUBLIC LIBRARY
PROJECTOR BORROWING POLICY

The use of the multimedia projector is governed by the Pease Public Library.

Guidelines for borrowing the equipment are as follows:

- The multimedia projector will be housed at the Pease Public Library.
- It may be borrowed by any Pease Public Library card holder, 21 years of age or older, for use in the Pease Public Library or within the community. Library card holders must be in good standing with no fines or fees on their account.
- The equipment may be reserved in advance through the Pease Public Library, and must be picked up and returned to the circulation desk during the library's hours of operation.
- Individuals using the projector must provide their own laptop or desktop computer.
- The Library Staff will provide instruction for the use of equipment, but will not be present to operate it for meetings and programs. Arrangement for this instruction must be made no later than one week in advance of the meeting date.
- The projector has to be allowed to complete its cool-down cycle before being unplugged to prevent undue stress on the projector lamp causing the lamp to blow out or have a drastically reduced life. Lamps cost about \$500 each to replace. After completing your presentation, allow the fan to cool down the LCD for a minimum of five minutes.
- Any malfunction or difficulty encountered in the use of the equipment must be reported to the library staff immediately.
- A signature must be provided upon checkout. This signature will specify that the person checking out the equipment assumes full responsibility for its safe return in good working order. Check out period is three days. Fines begin accruing for the projector the day after the due date and are \$1 per day.

Adopted by the Board of Trustees May 28, 2015; Amended June 26, 2016.

PEASE PUBLIC LIBRARY
PROJECTOR BORROWING AGREEMENT

I have read and I understand the Pease Public Library Laptop/Projector Loan Policies. I agree:

To abide by the policies as stated.

To pay full repair and/or replacement costs of the projector or parts in the case of damage, theft, or loss. Full replacement cost is \$600. I have read the entire document and my signature below indicates my agreement with the above statements.

Print Name: _____

Signature: _____

OUT Date: _____
RETURNED Date: _____

Checklist verified (Staff Initials)	OUT	IN
1 Projector	_____	_____
1 Projector Power Cord	_____	_____
1 VGA cable (video)	_____	_____
1 S Video cable	_____	_____
1 Audio In cable	_____	_____
3 prong plug adapter	_____	_____
Remote Control	_____	_____
1 Carrying Case	_____	_____
Projector Turned on/off	_____	_____

*If you have a Macbook/Macbook Air or other Apple product, you will need to provide the correct dongle to connect to the VGA cord.

Adopted by the Board of Trustees May 28, 2015.