

## **Circulating Equipment Policy**

The Shenandoah Public Library's laptops are for Library use only.

The multimedia projector in the Auditorium may be used by public organizations as they meet in the Auditorium. Written directions will be available and a training session may be arranged.

Guidelines for borrowing equipment from the library:

- The equipment will be housed at the Shenandoah Public Library
- The equipment may be borrowed by any Shenandoah Public Library card holder, 18 years of age or older. Library card holders must be in good standing with no fines or fees on their account.
- The equipment may be reserved in advance and must be picked up and returned to the upstairs circulation desk during the library's hours of operation.
- Individuals using the equipment must provide their own computer.
- The library staff will provide instruction for the use of the equipment.
- By borrowing and initiating use of the Library's equipment the user agrees to abide by the Library's policies and rules and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to the use of the library's equipment and internet access provided by the library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.
- Any malfunction or difficulty encountered in the use of the equipment must be reported to the library staff immediately.
- A signature and valid photo ID 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. A copy of the ID will be taken and held until the item is returned in proper working order.
- Borrower agrees to take responsibility for all replacement costs for lost or damaged equipment.
- Check out period is as stated in the user agreement unless special arrangements have been made.

**Shenandoah Public Library  
LCD Multimedia Projector Borrowing Agreement**

I have read and I understand the Shenandoah Public Library's Circulating Equipment Policy. I agree:

To abide by the policies as stated.

To pay full repair and or replacement cost of the projector or parts in case of damage, theft or loss. Full replacement cost is \$300.

I will allow the projector to complete its cool-down cycle before being unplugged to prevent undue stress on the lamp. I will wait for a minimum of **FIVE MINUTES** before unplugging and packing away. \_\_\_\_\_

I have read the entire document and my signature below indicates my agreement with the above statements.

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

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

Date Checked Out: \_\_\_\_\_

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

**Checklist**

Item	Out	In
Projector		
Power Cord		
VGA Cable		
HDMI Cable		
Remote Control		
Carrying Case		
Projector turns on		

**Shenandoah Public Library  
Hotspot Device Borrowing Agreement**

- I accept full responsibility for the Wi-Fi Hotspot while it is checked out to me.
- I will not attempt to alter the device in any way.
- I will return the Hotspot & accessories in person to a library staff member at the front desk.
- Hotspots check out for 14 days and may be renewed if there are no holds.
- I accept full financial responsibility for the Hotspot and agree to pay all costs associated with damage to or loss of the device and/or the accessories while checked out to me. Replacement cost is \$300.
- Service to the hotspot will automatically be turned off by the Library when the hotspot is one day overdue. **There is a \$10 disconnect fee if the hotspot is late. On the second late offence the user may not reserve a hotspot for 2 weeks.**
- **If the hotspot is returned more than 2 days late the user will be banned from reserving a hotspot for 30 days.**
- The user will be responsible for replacement fees and all associated costs.
- If I encounter any problem with the Hotspot, I will return it and all its component parts to the library immediately.
- I have read and agree to the Library's Circulating Equipment Policy and the Computer and Internet Use Policy and agree to use the device in a responsible manner, and not for any unauthorized, unethical or illegal purposes.
- I agree to abide by the Library's policies and rules and agree to hold the Library and its agents harmless from any and all claims, losses, damages, obligations or liabilities directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library.
- Those using the equipment must comply with all copyrights, rights and other information regarding the use, display and public viewing of materials while using the Hotspot.

I have read the entire document and my signature below indicates my agreement with the above statements.

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

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

Date Checked Out: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Attach a copy of valid photo ID to form.