

CLINTONVILLE PUBLIC LIBRARY
EQUIPMENT USE POLICY

Date of Approval: March 19, 2003

Various pieces of equipment are available for use by members of the public. Some equipment may be used only within the library building and some may be checked out for a given period of time.

Responsibility for the use of equipment checked out to an individual belongs to that individual. In all cases, the person using the equipment is responsible for its proper use. Written instructions will be provided for each piece of equipment used. Failure to follow the instructions associated with the equipment will result in a financial liability to the person responsible should the equipment need repair. The exception will be light bulbs that have reached the end of their useful life.

Users of equipment that can be associated with items under copyright are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the equipment user.

There is no charge to check out library equipment. However, failure to return the equipment in good working order will have charges imposed based on the late return charge, damage, and/or replacement value of the item.

For equipment which will be used in the library meeting room, the authorized member of the group or their designee shall make arrangements with the library director to use the equipment and shall arrange to receive training in its use, when necessary, prior to the equipment being used. Any malfunction or difficulty encountered in the use of the equipment or furnishings in the meeting room shall be immediately reported to the library staff.

The library's multimedia projector is available only for use in the library with the following exception: the Clintonville City Administrator and City Department Heads may check out the multimedia projector for City presentations off library premises within the City limits. The person using the projector will be responsible for logging the time the projector is used on the form provided by the library. When the bulb needs to be replaced the cost of the bulb will be divided between the city departments based on the percentage of use as stated in the attached memo.

Any other exceptions to these rules must be authorized the Clintonville Library Board.