

Equipment Usage

Attachment A: User Registration/Circulation Policy Polk County Public Library Equipment Usage Agreement

Equipment refers to all cameras, computers, LCD projectors, storage and A/V devices.

Equipment checkout is for 48 hours, unless other permissions are given based on specific circumstances. All equipment must be returned during regular library hours. Late return penalties will be assessed at a rate of \$10 per day. ... Any problems with equipment should be brought to the attention of the library staff. ... If equipment is lost, stolen or damaged, the user will be responsible for replacement or repair costs.

1. Equipment use is only for legal, authorized purposes: Unauthorized or illegal uses include but are not limited to: harassment, destruction of or damage to equipment, removing software or collecting data belonging to others; unauthorized copying or display of copyrighted materials.
2. Authorized Users: User must hold a valid Polk County Public Library ID Card and must represent a local non-profit or service organization. Equipment must be in the possession of the authorized user at all times. Additional users may use the equipment within the presence of the authorized user, and the use is the responsibility of the authorized user.
3. Equipment return: User is responsible for returning the equipment to the Polk County Public Library in the same condition as when received. Users are encouraged to inspect and test all equipment before leaving the library. Authorized user will be held responsible for condition of equipment returned by someone else.
4. Equipment Loss or Damage: User shall return equipment to Polk County Public Library in the same condition as when received except for ordinary wear and tear. User shall be responsible for cost of replacement or repair of equipment that is lost or stolen while checked out to user.
5. Repairs and Alterations: User will not permit any repair to the equipment, or the replacement of any part of the equipment. User will not tamper with or alter equipment. User will pay for all unauthorized repairs and replacement parts, as well as the cost of restoring any unauthorized alterations.
6. Failure to Return Equipment: If equipment is not returned when due, the user will incur a \$10 late fee. If the user fails to return the equipment the Polk County Public Library may seek legal assistance in securing the return of the equipment or commensurate costs associated with replacement.
7. Incidental, Special or Consequential Damages: User waives all claims against Polk County Public Library for any incidental, special or consequential damages in connection with the furnishing, performance or use of equipment.
8. Failure to comply: failure to comply with all terms and conditions of this agreement will result in the loss of library privileges.

Equipment Authorization

Authorized User Name

Organization Represented

Tax ID # / Name of Chairperson

Dates Requested

Check out date Return date

Library ID number

Address

City

State/Zip

Phone

E-mail

Authorized User Signature

Date

Library Authorization

Date

Revised September 2011

Policy adopted by Library Board of Trustees, January 20, 2005

Elizabeth Malloy, Chairperson