

EQUIPMENT LOAN AND USE POLICY  
Voorheesville Public Library

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 NO LAPTOP OR LAPTOP PROJECTER AVAILABLE FOR PUBLIC USE AT THIS TIME.

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.