

LCD PROJECTOR CHECKOUT POLICY AND CONTRACT

1. This projector is for use with computer presentations (such as a PowerPoint show) or with compatible video/DVD equipment (showing a movie). The LCD projector checks out for a 3-day period. Renewals are not allowed without approval of the director or assistant director if the director is unavailable.
2. Users must be at least 18 years of age to check out the projector.
3. Users must be Spencer Public Library patrons, in good standing, whose address has been verified by library staff. The library director or assistant director must approve exceptions to this rule.
4. Businesses using the projector do not need a current library card but must have financial responsibility for the projector approved by the director.
5. A deposit of \$50.00 by personal check is required at the time of checkout. The check will be returned to the patron or business when the projector is returned on time and in good working condition. If a personal check is not available, cash will be accepted. If the user cannot meet this cash requirement, the director or assistant director may arrange for some other form of security deposit on a case-by-case basis.
6. There will be a \$5.00 per day overdue charge for late return beginning at noon the day after the projector is due.
7. The projector may not be used in an outdoors setting and extra care must be considered when carrying in bad weather or using around food and drink.
8. Damage to the projector, carrying case, power cords, cables, tip sheet, or instruction manual will result in damage charges being assessed to the user as soon as the damage is verified and calculated.
9. If the projector is not returned 5 business days after checkout, the user will be billed for the replacement cost of the projector (\$800.00) in addition to the daily overdue charges. The replacement cost will be dropped if the projector is returned in good condition.
10. The library will file charges for theft through the city attorney if the LCD projector is more than 20 days overdue.

I have read and understand the LCD Projector Policy listed above. I agree to abide by these rules. I understand that if another person is allowed to use this projector while it is checked out in my name, I will be held legally responsible for any charges incurred during that period. I also understand that any damage or overdue charges assessed by the library may be deducted from my security deposit and I will lose all library privileges until the matter is resolved.

Signature _____

Address _____ **Phone** _____

Checkout Date _____ Date Due _____ Deposit _____

Comments _____

Staff Initials _____