

Columbus Public Library  
**EQUIPMENT USE POLICY**

**Laptop Computer**

A written application must be submitted in advance either in person or faxed to 920-623-5928. The laptop computer is for in-house use only for the purpose of proctored on-line exams, parents use in Children's Department, or for literacy tutor use. Photo I.D. must be presented at the time of use and will be held at the main desk until equipment is returned and inspected.

Equipment must be returned in perfect condition with all accessories within the specified time period. Cost to replace, repair the equipment and/or for any missing accessories will be charged to the patron.

Library staff will be given priority for use of the equipment for library programs or continuing education.

Failure to abide by this policy will be cause for denial for future use of the equipment.

The library is not responsible for injuries or damages to personal property of individuals resulting from the use of this equipment.

*(See Laptop Computer Use Application Attachment 1)*

**Sound System, Slide Projector, Overhead Projector, Projector Screen**

The following audiovisual equipment is available for rent:

- Sound system - \$5.00 per day (\$649.95 replacement cost)
- 35 mm slide projector - \$3.50 per day (\$347.85 replacement cost)
- Overhead projector - \$2.50 per day (\$209.90 replacement cost)
- Projection screen - \$1.50 per day (\$199.95 replacement cost)

**FEES ARE DUE WHEN THE EQUIPMENT IS PICKED UP.**

1. A written application must be submitted in advance either in person or faxed to 920-623-5928. A registered library borrower with a valid library must rent the equipment.
2. Governmental units, non-profit educational and cultural agencies, community service agencies and other organizations can rent or check out the equipment as approved by the library director. Individuals with valid library cards and no fines can rent or check out equipment as approved by the library director.

3. Library staff have priority for use of the equipment for library programs or presentations.
4. Equipment must be returned in the same condition with all accessories within the specified time period. Cost to repair the equipment will be made for any damages.
5. Failure to abide by this policy will be cause for denial for future use of the equipment by the organization or individual.
6. The library is not responsible for injuries or damages to possessions of individuals or organizations resulting from the use of the above equipment.

*(See Audio Visual Use Application Attachment 2)*

### **Television & VCR**

1. The television and VCR are available to use by groups or individuals for educational, historical or business use. Groups and individuals using the meeting room need to receive approval by the library director as shown on the meeting room application.
2. There is no charge for the use of this equipment.
3. Videos are marked with copyright restrictions only those with public performance rights may be used on this equipment. Copying other videos or playing For Home Use videos will cause the groups application for use of the meeting room to be reevaluated by the library board and future requests for use may be denied.
4. Users assume responsibility for the equipment.
5. Equipment malfunctions should be reported to the front desk immediately.
6. The library is not responsible for personal possessions, damages, or injuries to individuals using the equipment.

### **Typewriter, Word Processor and Microfilm Reader**

1. A valid LINK library card is needed to use the typewriter, word processor and microfilm reader. If they do not have their card with them than they can buy a replacement at \$1. Patrons who have fines of \$2 or more cannot use the equipment mentioned above until these are paid. Users from outside SCLS can use their driver's license or home library card to sign up to use the equipment mentioned above.
2. Use is on a first-come basis and is limited to 30 minutes unless no one else is waiting to use the equipment. A specific time can be scheduled for use of the equipment if no one else is registered for that time. In the event that a scheduled user is 10 or more minutes late, a walk-in user may use the equipment ahead of

the scheduled user. The microfilm reader can be scheduled by patrons 14 or older for one hour at a time.

3. Paper can be purchased from the library for 10 cents a sheet. Computer copies are 10 cents per copy for Black & White and 20 cents per copy for color. Photocopy costs 10 cents per copy for B/W, 75 cents per copy for color, children's dept. photocopier 5 cents per copy. Pay for copies at the circulation desk.
4. Only one person at a time can use the equipment and those under 8 years old should be supervised by a parent or guardian.
5. Only videos, DVD's and software owned by the library can be used on the equipment. Copying of any software, videos or DVD's is prohibited.
6. Equipment malfunctions should be reported to the circulation desk immediately.
7. Users and or their parent or guardian assume responsibility for the equipment while it is in their use.
8. The library is not responsible for personal possessions, damages, or injuries to individuals using the equipment.

Columbus Public Library  
**LAPTOP COMPUTER USE APPLICATION**

DATE NEEDED: \_\_\_\_\_ TIME NEEDED: \_\_\_\_\_

PERSON USING EQUIPMENT: \_\_\_\_\_  
(PHOTO I.D. REQUIRED AT TIME OF USE)

PHONE #: \_\_\_\_\_

A written application must be submitted in advance either in person or faxed to 920-623-5928. The laptop computer is for in-house use only for the purpose of proctored on-line exams or for literacy tutor use. Photo I.D. must be presented at the time of use and will be held at the main desk until equipment is returned and inspected.

Equipment must be returned in perfect condition with all accessories within the specified time period. Cost to replace, repair the equipment and/or for any missing accessories will be charged to the patron.

Parents using the equipment are responsible for any damage or replacement

Library staff will be given priority for use of the equipment for library programs or continuing education.

Failure to abide by this policy will be cause for denial for future use of the equipment.

The library is not responsible for injuries or damages to personal property of individuals resulting form the use of this equipment.

I have read and agree to abide by the above conditions.

\_\_\_\_\_  
Signature of Applicant



**STAFF USE ONLY**

Application approved: \_\_\_\_\_ denied \_\_\_\_\_ Director Initial \_\_\_\_\_

Date of use: \_\_\_\_\_ Return condition \_\_\_\_\_ Staff Initial \_\_\_\_\_

Columbus Public Library

**AUDIOVISUAL EQUIPMENT USE APPLICATION**

- SOUND SYSTEM - \$5 PER DAY
- 35MM SLIDE PROJECTOR \$3.50 PER DAY
- OVERHEAD PROJECTOR - \$2.50 PER DAY
- PROJECTION SCREEN – \$1.50 PER DAY

**FEES ARE DUE WHEN THE EQUIPMENT IS PICKED UP.**

**DATES NEEDED:** \_\_\_\_\_

**PERSON RENTING EQUIPMENT:** \_\_\_\_\_

**LIBRARY CARD BARCODE #:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

1. Equipment must be returned in the same condition with all accessories within the specified time period. Cost to repair the equipment will be made for any damages.
2. Failure to abide by this policy will be cause for denial for future use of the equipment by the organization or individual.
3. The library is not responsible for injuries or damages to possessions of individuals or organizations resulting from the use of the above equipment.

I have read and agree to abide by the above conditions.

---

<b>Signature of Applicant</b>	<b>Staff Person Initials</b>
<b><u>STAFF USE ONLY:</u></b>	
Application approved _____ denied _____	Director Initial _____
Date returned _____	
Condition _____	Staff Initial _____