

# CRAWFORD COUNTY LIBRARY Policy Manual

## Policy No. 511

### Subject: Lending of Audio/Visual Equipment

The audio/visual equipment owned by the Crawford County Library, including the LCD projector and overhead projector, may be used inside library facilities with prior approval of the Library Director.

The lending of such equipment for use at other locations is allowed only to the heads of other county or local government agencies, with prior approval of the Library Director. The equipment must be returned to the library within 3 business days of pickup date unless other arrangements have been authorized by the Library Director. The borrower must sign the bottom of this policy page agreeing to the following:

**If such equipment is returned to the Crawford County Library damaged due to improper use, negligence, accident, or any reason other than normal wear and tear, the borrower will be responsible for repair or replacement cost of the equipment. Missing or stolen equipment must be replaced at the expense of the borrower.**

\_\_\_\_\_  
Date(s) of use requested

\_\_\_\_\_  
Equipment requested

Organization, agency, department making request: \_\_\_\_\_

\_\_\_\_\_  
Name of authorized representative

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of return

\_\_\_\_\_  
Condition of equipment upon return  
(Initialed by Library Director and Borrower)

**ADOPTED:** April 13, 2006

**REVIEWED:** June 10, 2010

**AMENDED:** June 10, 2010