

Pembroke Public Library



Policy Type: **Operational**

Policy Number: **OP - 03**

Policy Title: **Multimedia Projector Lending**

Policy Approval Date: **May 23rd, 2013**

Motion #: **13:32**

Policy Review Date:

***The user assumes liability** in the event that the multimedia projector is **lost or stolen**. A replacement fee of \$500.00 will be applied. We advise the user not to leave the multimedia projector unattended or to lend it to others. Police will be contacted immediately if a multimedia projector is reported lost or stolen.*

Cost of Borrowing a Multimedia Projector

There is a cost of \$35.00 for the first day of rental, and \$25.00 for each subsequent day.

Payment must be made at time of pickup.

Eligibility:

Multimedia projectors may be taken out by Adult library cardholders in good standing.

Supporting current photo id will also be required.

Non-Residents **MUST** purchase a temporary library card (\$35.00 including \$20.00 refundable) in order to use Pembroke Public Library multimedia projectors.

Booking:

Multimedia projectors are available on a first-come first-served basis, however they may be reserved in advance through the A/V Department.

Loan Period:

Multimedia projectors are signed out for 1 day at a time. Multimedia projectors are due 30 minutes before closing to allow for examination and check in by library staff.

Sign-out procedure:

Multimedia projectors are to be signed out by staff at the circulation desk. They **MUST** be signed out with a library card, and supporting photo id must be shown.

A "Multimedia projector Borrower Agreement Form" must be filled out and signed by the patron **each time** a multimedia projector is taken out.

Returns:

Multimedia projectors must be returned to the circulation desk in person, and **the borrower must wait at the desk until the projector has been checked by a staff member.**

Technical Support:

Users must have a basic familiarity and comfort level with the hardware and software they will be using.

A power cord a monitor cable and a remote control are included with the multimedia projector. Please ensure that they are returned with the projector.