

# EQUIPMENT POLICY

The Charles City Public Library, at its discretion, lends equipment to patrons as a public service. The following expectations will direct their usage. Intended usage, specific restrictions and conditions for the various types of equipment are outlined below.

- Borrowers with a Library card in good standing may check out equipment.
- The equipment CANNOT be returned in the book drop. Until the equipment is placed in the hands of a library staff member and is checked in, it is the borrower's responsibility.
- Equipment labeled as "in house use only" may be used in the main part of the Library and in the children's room. In house devices may not be taken into the lobby, restrooms, or outside the building.
- Equipment labeled as "Available for use outside of Library" may be taken outside the Library for the agreed upon loan period.
- Some equipment available for out of library use requires a \$10 per day fee for use.
- Borrowers agree to pay all costs associated with damage to equipment brought about by misuse or loss of the equipment and its component parts. After 30 days, the unpaid balance of any equipment repairs or replacement may be referred to the City Attorney. §714.5 of the Code of Iowa states that failure to return library materials or equipment is evidence of attempted theft.
- Borrowers will report any problems with the equipment immediately.
- A person who has booked the Zastrow River Room may check out equipment for use in the room without a Library card. However, the user is responsible for giving the Library adequate notice so that the equipment is available when needed.
- The City of Charles City and the Charles City Public Library are not responsible for any damage, injury, or loss obtained by borrower during equipment usage.
- When the loan period has elapsed the borrower must return the equipment to the Library. If the equipment is not returned on time, a late fee will be assessed (\$1 per day) up to the replacement cost of the device.

***Reviewed, revised, and approved 6-12-2014, 5-9-2019***

Type of Equipment	Intended Use	Restrictions and fees
Laptop, Chrome book	General Computer/Internet Use	<b>In house use only. Library card required.</b>
Laptop, HP	Presentations in Zastrow Meeting Room	<b>In house use only</b> , no card required.
Mooney iPad	For virtual tour in Mooney Gallery	<b>Gallery use only</b> , no Library card required.
Projector, Projector/laptop combo	For presentations either in the Library meeting room or outside the Library	<b>Available for outside of the library use.</b> \$10 fee/business day. <b>Library card required.</b> For use of projectors in the meeting room, no fee or card requirement.
Portable DVD player	For use by patrons to watch DVDs while traveling	<b>Available for use outside of the library. Library card required.</b> One week check out.
Sound System	For use in presentations outside the building	<b>Available for use outside of the library.</b> \$10 fee/business day. <b>Library card required.</b>
Vinyl Converter	For use in converting musical records to digital format.	In house use only. <b>Library card required.</b>