EQUIPMENT USAGE POLICY

Purpose:

The Board of Trustees developed this policy to ensure fair usage of library equipment for all.

Equipment:

The following equipment is available for usage by staff and Henry County groups:

> Television, Video/DVD player, Multi-media projector, Laptop Computers, Podium, CD player, and overhead projector.

Usage Rules:

Staff

The staff may use the equipment in-house or for an outside program. Staff members need to sign-up with administrative assistant prior to the date needed to make sure equipment is available; to learn how to use equipment and to make sure equipment works.

Henry County Groups

Henry County Groups using library or Civic Center facilities may be charged a deposit fee to use the equipment. The deposit fee will be returned within two working days if equipment is returned undamaged. The equipment usage form must be filled out by the requesting group. The library has to be notified at least 24 hours before the date needed to ensure equipment is available and the contact person knows how to use it. It is the responsibility of these groups to make sure the equipment is brought back on time and in good condition. In order to use library equipment, patrons' accounts must be in good standing, be 18 years old and older and fill out the required paperwork. In most cases patrons will have to leave their driver's license or another form of photo identification at the front desk until equipment is returned.

Outside of Facility Use

The library does not allow the equipment to be used outside of the Mount Pleasant Public Library/Civic Center.

Deposit Fees:
City is not required to pay a deposit fee if they need to use equipment.

Multi-media projector	$100.00
Laptop Computers	$100.00
Television	$ 95.00
Video/DVD Player	$ 50.00
Overhead Projector	$ 50.00
Podium	$ 50.00
CD Player	$ 10.00

Penalities

If equipment is not returned on time and/or in good condition, deposit fee is forfeited and the group will be charged for any repair or replacement costs and will not be allowed to use library equipment or facilities in the future.

Approved by the Board of Trustees
July 10, 2012