

OVERHEAD PROJECTOR LOAN AGREEMENT

Loans shall be made from the Republican Valley Library System (RVLS) to an RVLS library, but not to individuals for personal use. Loan shall be for a period of ten days, including shipping. Scheduling is on a first request received, first filled, basis.

Use of the overhead projector is free. RVLS pays for routine maintenance. The borrower shall be financially responsible for repair of any damages. Definition of damages shall include, but not be limited to, dropping, breakage, power surges, accidental damages, loss of parts. Whether to repair or replacement shall be determined, and arranged for, at the discretion of the System Office.

Borrower shall pick up and deliver the equipment or shall pay insurance and shipping charges to obtain and to return equipment from/to System Office. Equipment shall be insured during shipment. The choice of which delivery service and the required insurance level shall be designated by the System Administrator.

Delivery service United Parcel Service Projector insurance \$200.00

Borrower must provide name of library, contact person responsible for the equipment and its return, address where equipment will be used and contact phone. The phone is necessary for possible recalls. Use by the System Office shall have priority over loans. Equipment may be recalled by the System Office.

I have read and agree to comply with this policy:

Contact person _____
(Signature)
Date _____

Name _____
of library

Address where _____ Contact person _____
equipment will _____ (printed name)
be used _____
Contact phone _____

Adopted January 10, 2003 by the RVLS Board