

**Multimedia Projector and Laptop Computer
Checkout Policy
Shelby Community Library**

Approved June 3, 2008 Updated November 2, 2010

Revised April 2, 2012

Approved May 8, 2012

1. Any Shelby organization, business, club or individual 18 years or older may check out the projector and/or the laptop computer for a period of 72 hours. If the user is under 18 years old, he/she may have a parent or legal guardian act on their behalf and the checkout conditions apply to that individual.
2. A deposit of \$300 is required to check out the projector and screen. A deposit of \$500 is required to check out both the projector with the screen and the laptop computer. The deposit will be returned when the library receives the equipment and is assured that it is in the same condition it was prior to checkout.
3. If the equipment is/or returned in a damaged condition, the user will forfeit the deposit in full or in part, depending on the cost of repair. If the projector is lost or if repairs exceed the deposit; the user must reimburse the library for the equipment and/or the total cost of replacement/repair.
4. A deposit will not be required by any government entity within the village of Shelby. However, the library must be compensated for any loss or repair resulting from the usage by the governmental body.
5. A 92" Screen and tripod are available for checkout with the projector and laptop at no additional deposit. However, if the screen is damaged the user will forfeit the projector/laptop deposit, either in part or in full to cover replacement costs.
6. A \$50 deposit is required if the screen only is checked out. When the screen is returned in its original condition, the deposit will be returned to the user.
7. Must be used indoors only.

I, _____, on behalf of _____
(Name) (Organization)

agree to the conditions listed above.

Date Checked Out _____

Deposit Amount _____

Date Returned _____

Deposit Returned _____

Authorized by _____