

GRAND VALLEY PUBLIC LIBRARY POLICY

LCD PROJECTOR BORROWING POLICY

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Date of Review/Approval : October 10, 2018

Motion #: 7

Date of last Review/Approval: May 9, 2012

Chair Signature:

Introduction :

The objective of this policy is to provide staff with a clear description and guidance of the procedure for lending the LCD projector.

Rules for lending the LCD Projector:

1. The LCD projector is available to borrow by anyone who holds a valid Grand Valley Public Library adult membership card.
2. The projector is inspected upon return by staff to ensure it is in good working condition.
3. The renter is responsible for repairs due to damage caused during the borrowing period.
4. The library is responsible for all maintenance.
5. The Library Staff will provide the borrower with instruction on how to operate the projector stressing the importance of not turning the projector off without letting the bulb cool down. If the bulb blows the replacement cost for the bulb is \$700.
6. The projector may be rented for up to two library days. A library day is defined as any day on which the library is open. Renters who return the projector late will be subject to a fine equal to the daily rental fee for each day the projector is late.
7. All borrowers must sign a Lending Agreement and make payment prior to receipt of the projector.

Charges :

Non Profit/ Registered Charities/General Public	\$10.00 per day
Businesses	\$20.00 per day
Late returns Non Profit/Registered Charities	\$10.00 per day
Late returns Businesses	\$20.00 per day

**GRAND VALLEY PUBLIC LIBRARY
4 Amaranth Street East
Grand Valley, Ontario
L0N 1G0**

EQUIPMENT RENTAL

Name	Date Out	Time:
Phone	Due Back	Time:
Membership #		
ITEM RENTED/BORROWED	AMOUNT	
Total Amount Due		

I AGREE TO ACCEPT FINANCIAL RESPONSIBILITY FOR LOSS, THEFT, LATE RETURNS, LEGAL OR PHYSICAL DAMAGES.

AUTHORIZED SIGNATURE OF BORROWER

Please print name:

NOTE:
The cost to replace the projector bulb is \$700 and we recommend following the operating instructions provided by staff to ensure the life of the projector bulb.

