

# Equipment Rental Policy

## Borrowing Equipment at the Library

Library equipment may be reserved by calling (563) 263-3065 or stopping by the Service Desk. Pick up reserved items at the Service Desk on the main floor of the library. In addition to the regular checkout process, you will also need to consent to our equipment rental agreement, acknowledging your responsibilities regarding damage, theft, late return, as well as the terms and conditions for checkout.

See below for specific information.

## Equipment

Equipment available to the general public (72 hr max checkout-no charge):

- LCD Projector #1 (not HDMI compatible)
- LCD Projector #2 (HDMI compatible)
- Screens (small & large)

Equipment Available to Non-Profit, Community, & For-Profit Groups

(These items must be accompanied by a staff member to assist with delivery, setup, operation of equipment, tear-down, & return of items at a rate of \$25/hr for non-profit\community groups and \$50/hr for for-profit groups)

- Large LCD Projector (w/Blu-Ray player option)
- Large Movie Projector Screen (120"x192")
- Fender Sound System(with 1 wired mic and 1 lavalier)
- Performance Stage\*

## Equipment Borrowing, Returns, & Payment

For the general public:

- A late fee will be incurred on the borrower's account at a rate of \$20.00/day until the item or items have returned.

For Non-profit, Community, & For Profit Groups:

- Reservations for equipment must be made at least 1 week in advance

- Payment will be invoiced and must be paid no later than 8 weeks from the invoice date. Late payment or failure to pay will result in suspension of borrowing privileges until payment/resolution can be arranged.

Allow at least five minutes for library staff to check the equipment at both pick up and return as they will need to confirm receipt of all items included with the equipment and that the pieces are in working condition.

## **Damages**

Damage to, loss or theft of loaned equipment during the borrowing period is the sole responsibility of the borrower. Users should not borrow equipment for use by any other individual. Borrowers will be assessed fees for damage on an individual basis based on multiple factors that include the extent of the damage and whether the equipment is under warranty. Damage costs assessed to a user must be paid before new equipment can be borrowed again. Users found to have damaged equipment will be blocked from borrowing more equipment until the damage fees have been assessed and paid in full.

## **Additional Information**

Equipment must be returned to the Service Desk. Library equipment cannot be dropped in the library book drop, nor be left at the main desk. This will ensure the equipment will be checked in properly and the borrower will not incur any penalties for not returning it.

The following violations may result in suspension of the borrower's equipment loan privileges:

- Returning library technology equipment through the library book drop.
- Equipment left unattended or abandoned in or outside of the library.
- Problems with, damage to, or the loss/theft of equipment was not reported immediately to library staff.
- Library equipment returned 4 or more days past due.
- Violating the equipment rental agreement.

**\*special conditions apply-please inquire at the Service Desk for more details**

APPROVED 09/16/2020