

Hawkins Memorial Library

Equipment Checkout Policy

The Hawkins Memorial Library offers a variety of equipment to help all residents grow and learn throughout their lives. This equipment is available for checkout from the library.

Equipment includes items approved by director for public use.

Guidelines:

- Borrowing patron must be eighteen (18) years or older.
- The patron must have a current Hawkins Memorial Library card in good standing and not have any past abuses of this policy or any other library policies. This requirement may be waived, per Director's approval, for other libraries or organizations.
- The patron account must be active for at least 90 days.
- Borrowers agree to accept full financial responsibility for equipment for the duration of the checkout period, including failure to return the materials, and any damage incurred through abuse, or misuse. By checking out an item, users are responsible for the equipment they have checked out and are responsible for damage, loss, or theft of any equipment. Replacement fees apply.
- Equipment will have a checkout period of five (5) days, with the options of two renewals. The maximum duration the equipment may be checked out is fifteen (15) days.
- There is no cost to use any equipment, however, a late fee of \$5.00 will be charged per item/per day if the item is returned late.
- Equipment must be returned in the condition it was checked out, as judged by staff.
- All equipment must be checked out and returned to staff during open hours. Equipment cannot be returned in the book drop.
- The equipment may only be checked out if not in use, or scheduled to be used by library staff. Library activities take precedence over all other requests.
- Hawkins Memorial Library and City of La Porte City are not responsible for any injury or damage caused by the use of any equipment – proper safety measures should be used.
- Those using the equipment should comply with all copyrights, rights, and other legalities regarding the use, display and public viewing of equipment and materials.

Approved by the Library Board of Trustees 3/8/2021

Equipment Checkout Policy

Equipment checked out:

- Portable DVD Player - 17.9" Large Portable DVD/CD Player with 15.6" Swivel Screen, 1366x768 HD LCD TFT, 6 Hrs 5600mAh Rechargeable Battery, Support USB/SD Card/ Sync TV , High Volume Speaker \$130.00
- Car DVD Player - 9" Portable DVD Player with Matching Headphones and Bag \$57.00
- Large Projector - Ask Proxima A1300 Projector, Brand: InFocus \$849.00
- Small Projector - Acer H6531BD Projector Full HD 1920x1080 16:9 3500lm HDMI \$400.00
- Enlarger - Tracer Projector, Brand: Autograph, Wall Mount, max image size 84 inches \$209.00
- Six Foot Folding Table - \$60.00
- Four Foot Adjustable Folding Table - \$44.00

I, _____ agree to abide by the policy guidelines as stated on this contract.

Due date of item(s) borrowed: _____

Borrower Signature: _____ Date: _____

Staff Signature: _____ Date: _____

*Make one copy of contract pages for borrower to take, and file original copy of contract at library.