

WIGGIN MEMORIAL LIBRARY
EQUIPMENT LOAN POLICY

The large screen television set, the DVD player and the LCD projector owned by the library may be used by other town departments and community organizations. Reservations must be made in advance with the library director. Use of the equipment for library purposes will have first priority.

Those who borrow equipment must abide by these rules:

TV & DVD Player:

1. May only be used within the Municipal Center building.
2. Borrowers are required to use two people in moving the unit from and to the library.
3. Borrowers are responsible for any damages incurred – either to repair or replace the TV and/or DVD player with a model of comparable functionality.

LCD Projector:

1. Borrower is responsible for any damages incurred – either to repair or replace the projector with a model of comparable functionality.
2. Borrower will pick up and return the projector on a schedule determined by the library director.

Signatures of the Board of Trustees indicates adoption of this policy.

REV. 7/2010

_____, Trustee Date:_____

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