

# **AUDIO-VISUAL EQUIPMENT POLICY**

## **A. Introduction**

It is the policy of the Kimball Public Library (KPL) to provide use of certain audio/visual equipment (Audio/Visual Equipment) to the community as a public service.

The equipment has been provided with funding from various entities and a high standard of maintenance is in place to prolong the life of the equipment and minimize replacement expenditures.

The Audio/Visual Equipment that may be used inside the library only includes a DVD/VHS player, a rolling Audio/Visual cart, a wall projection screen and an overhead projector. Equipment that may be checked out of the library are the Digital Projector, the slide projector and portable screens. The Audio/Visual Equipment is available on an equitable basis, regardless of the beliefs or affiliations of the organizations requesting its use.

The Digital Projector is a special item with special guidelines. (Refer to section C)

## **B. Eligibility for Use**

1. When the Audio/Visual Equipment is used in the library meeting rooms all restrictions on use of the meeting room also apply. (See Meeting Room Policy)
2. Organizations must provide one person to be responsible for the use of the Audio/Visual Equipment. This person must meet with the knowledgeable staff prior to use for instructions on how to set up, operate and safely stow the Audio/Visual Equipment. Responsible parties will sign a statement that they have received training and/or understand how to operate the equipment. If the party does not have their own laptop computer, a laptop may be borrowed.
3. The Library, at its discretion, may deny any "Application for Use of Equipment." Reasons for denial may include a previous infraction, misuse of equipment, usage which does not comply with Federal or State Laws.

4. In scheduling use of the Audio/Visual Equipment, priority is given to programs administered or sponsored by and organizations directly affiliated with KPL. In addition, permission may be granted for the following uses, in order of priority and based upon availability:
  - City departments, agencies or commissions.
  - Neighborhood and community organizations based in Kimball.
  - Other non-profit public and/or social service organizations.
5. All Audio/Visual Equipment available for loan may be borrowed for a period of 24 hours only unless special arrangements have been made through the library director.
6. All equipment, *except the Digital Projector and overhead projector*, that will be used outside of the library requires a \$10 deposit and \$2.00 per day fee, excluding days the library is closed. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear, as determined by staff. An additional fine of \$2.00 per day will be applied for equipment returned after the agreed upon time.
7. No fee will be charged for use of Audio/Visual equipment used inside the library.
8. Persons borrowing equipment must be at least 19 years of age and be a cardholder in good standing.

#### C. Use of Digital Projector or Overhead

1. Groups which have reserved KPL's meeting rooms may use the library's Digital Projector at no cost. The designated Digital Projector may also be rented for use outside the library.
2. The Digital Projector may also be rented for use outside the library. There will be a deposit of \$100 and a \$10.00 fee per day. The \$100 deposit will be refunded when staff determines that all pieces have been returned and the equipment is not damaged.

3. As with all library equipment, the person reserving and using the equipment must be at least 19 years old, a KPL cardholder in good standing and must sign an agreement to pay for any damage to the equipment incurred during the time it is out of the library's possession.
4. The Digital Projector will be reserved on a first come first served basis. It may be borrowed for a period of only 24 hours unless special arrangements have been made through the Library Director.
5. Individuals using the Digital Projector outside the library must provide their own laptop or desktop computer. **(Not all computers are compatible with the Digital Projector).**
6. Individuals using the Digital Projector must know how to use the equipment. If they do not know, they will be required to make an appointment with staff prior to the day of use for minimal training. It is also advisable for presenters to arrive early to check their equipment and the set-up before their presentation begins.
7. Digital Projector or Overhead users are responsible for repair or replacement costs of any projector component beyond normal wear.

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(Procedures)

(Note: moved from General Policies and

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