

AV and Rental Equipment Policy

Approved 5/9/2013

The Reedsburg Public Library encourages the public to explore and utilize current technologies. To further this goal the library maintains a collection of various types of equipment for use by library patrons. Some pieces of equipment may be used only within the library and others may be checked out for a given period of time.

1. Responsibility for the use of equipment checked out to an individual belongs to that individual. In all cases, the person using the equipment is responsible for its proper use. The library reserves the right to deny access to equipment or to suspend library privileges for misuse of or damage to equipment. To further protect the community's investment in this equipment, damage to or loss of library equipment as a result of improper care or use may result in charges for replacement or repair.
2. To be eligible for AV check out, patron must have a valid drivers license, a library card in good standing and have been a registered cardholder for at least 7 days. The patron must be at least 18 years of age or have parent or guardian sign for the equipment.
3. The Library Director will oversee the equipment inventory. Discarded items may be sold in the library book sale or the City Auction.
4. Any malfunction or difficulty encountered in the use of the equipment must be reported to library staff.
5. A rental fee may be charged for use of equipment, to help cover cost of replacement bulbs.
6. All devices should be returned with the same contents and settings that were in place at the time of check out. User should be careful not to alter settings during use and should remove all personal content accessed or created during the lending period.