

River Falls Public Library

Equipment Policy

Date approved: 2/2/98

Approved by Library Board

Date Amended: 11/1/2010

Borrowers must present a valid library card in order to check out equipment.

A deposit (cash or check only) is required for all equipment. The deposit will be returned when the equipment is returned in proper working order and with all parts. Patrons may leave their deposit on file; checks must be reissued each year. Patron agrees to cover the cost of damage and/or cost of replacement of any or all parts due to loss.

Equipment List	Deposit	Check-Out
Overhead Projector	\$10	2 days
Screen	\$10	2 days
Slide Projector	\$10	2 days
Typewriter	\$10	2 days
DVD Player	\$20	2 days
VCR	\$20	2 days
Opaque Projector	\$20	2 days
Flip Camcorder (see Flip camcorder policy)	\$50	7 days
Kindle reader (see Kindle policy)	\$50	14 days
LCD (Computer Display Projector	\$100	2 days

Laptop computers: In-house use only; no deposit, 4-hour checkout ([see Laptop policy](#))

Two-day equipment may be kept longer by making special arrangements at time of check-out.

Equipment cannot be renewed.

There is a VCR and television, an overhead projector, DVD player, and LCD projector that can be scheduled for in-house use only.

The River Falls Public Library is not responsible for edited or altered software or audiovisual materials or damage to personal computers or audiovisual equipment due to the use of library materials.

Library staff will check to see that all equipment is functioning properly and that all parts are included upon return. Borrowers agree to abide by the library policy and procedures for use of library equipment, or will forfeit future borrowing privileges.