



Email: info@emmetsburg.lib.ia.us
Website: <http://www.emmetsburg.lib.ia.us>

707 North Superior Street
Emmetsburg, Iowa 50536
Phone: (712) 852-4009
Fax: (712) 852-3785

5.10 Loan of Equipment-LCD Projector/Portable P.A. System Policy

The Emmetsburg Public Library shall offer a digital multimedia projector and a portable public address system to loan for use outside the library by bona fide community groups.

The digital multimedia projector and/or the portable public address system shall not be available for use outside the library by individuals.

Any group wishing to use the digital multimedia projector and/or the portable public address system outside the library must pay a \$50.00 deposit to be refunded upon return and subject to inspection.

The loan period for the digital multimedia projector and/or the portable public address system shall be three days.

The digital multimedia projector and/or the portable public address system shall only be available for one renewal period of three days, and the library director must give his or her consent.

The digital multimedia projector shall accrue \$5.00 per day in overdue charges for each day not returned.

The portable public address system shall accrue \$5.00 per day in overdue charges for each day not returned.

Any outstanding fines accrued from the loan of the digital multimedia projector and/or the portable public address system shall be taken from the deposit upon refund.

Borrowers will be responsible for damages due to abuse or negligent use.

When the digital multimedia projector and/or the portable public address system has been kept out one week overdue, the library staff shall give a telephone reminder to return the projector.

When the digital multimedia projector and/or the portable public address system has been kept out two weeks overdue, the library staff shall send out a notice by restricted certified mail informing the borrower of impending legal action.

When the digital multimedia projector and/or the portable public address system has been kept out one-month overdue, criminal action shall be taken against the borrower for theft pursuant to the Iowa Code.

Adopted: November 2009; Reviewed: November 2018, November 2021;
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