

## EQUIPMENT BORROWING POLICY

The Georgetown Peabody Library offers the following equipment for loan to its patrons:

- Portable projector screen
- Portable projector

Patrons must be 18 years of age or older to borrow equipment. Patrons must present a library card in order to check out equipment. Patrons must fill out and sign a permission form before equipment will be released to them. **The checkout period for all equipment is 2 business days of the Library.**

Reservations for the loan of library equipment can be made up to one month in advance and may be booked either by phone or in person. All library equipment must be checked out by the person in whose name the reservation was made.

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

### **Library Equipment Borrowing Agreement:** (Library maintains original on file until transaction is completed)

#### **Equipment Borrowing Agreement**

I, \_\_\_\_\_, agree to abide by the equipment borrowing policy as stated above  
(print name)  
and promise to fully reimburse the Library for all necessary repair or replacement costs should any equipment be stolen, lost, not returned, or damaged. I have read the entire document and my signature below indicates my agreement with the above statement.

Equipment Borrowed: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_