

POLICY #4
MORTON PUBLIC LIBRARY DISTRICT
EQUIPMENT LOAN POLICY

Borrowers must have a valid adult card from the Morton Public Library District and be at least 18 years old. Morton Non-Resident cards are valid. Equipment is to be used for Morton groups or organizations. Priority will be given to Library use.

Borrowers are fully responsible for the equipment. If the equipment is damaged the borrower must pay the repair charges. If the equipment is not returned, the borrower will be charged the replacement cost of the equipment.

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| Equipment available: | video projector | opaque projector |
| | sound system | slide projector |
| | screen | |

Procedure:

- Borrower must present a valid adult card from the Morton Public Library District
- Make a deposit, check or cash, \$25.00 which will be refunded upon return of the equipment in good working order.
- Morton taxing bodies will be exempt from deposit requirements.
- Equipment may be booked in advance.
- Those wishing to borrow equipment sign an equipment loan agreement.

Loan period: 5 days maximum

Approved November 19, 1996
Revised June 26, 2014
Revised January 19, 2016