

## **East Troy Lions Public Library Equipment Lending Policy**

Original Policy Approved: 05-13-2008
Policy Updated and Reviewed: 09-12-2017 (tabled) 10-10-2017
Policy Tabled for Attorney Review: 09-12-2017
Policy Approved: 10-10-2017

As a good neighbor, the East Troy Lions Public Library will lend the following equipment to local organizations and businesses for specific events, at the discretion of the Library Director or designee:

- Viewsonic Multifunction Projector
- Tables
- Chairs

The following are required to borrow the above mentioned equipment:

- One contact person who will be responsible for equipment
- Contact information for the responsible person
- Filled out and signed agreement form whereby the responsible person will repair or replace damaged or lost equipment.
- A library card or Wisconsin Picture ID
- Deposit of \$10.00 (refundable upon return of equipment in like condition)

The library reserves the right:

- To first consideration for use
- To recall equipment
- To deny the request

**East Troy Lions Public Library  
Equipment Lending Agreement**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Library Card/Picture ID # \_\_\_\_\_

I/We wish to borrow the following:

- 1) \_\_\_\_\_  
**Item** \_\_\_\_\_ **Number** \_\_\_\_\_
- 2) \_\_\_\_\_  
**Item** \_\_\_\_\_ **Number** \_\_\_\_\_
- 3) \_\_\_\_\_  
**Item** \_\_\_\_\_ **Number** \_\_\_\_\_

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

Date to be Returned: \_\_\_\_\_

In the event that the items I/We have borrowed are lost or damaged, I/We agree to repair or replace said items after discussion with the Library Director or designee.

\_\_\_\_\_  
**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Library Director** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Deposit Received (amount)** \_\_\_\_\_ **Date** \_\_\_\_\_