

Policy Title: Audio Visual Equipment

Intent

Georgina Public Library rents audio visual equipment as an added service to members of the library at reasonable cost.

Regulations

1. A valid adult GPL card is required to rent equipment
2. There is a charge of \$10 for each projector per day and \$2 per screen per day unless borrowed with a projector.
3. Equipment available includes slide projectors, 16mm projectors, overhead projector, and screens.
4. Fees are due at time of pickup
5. Fines levied for late return of equipment: \$10 per day per projector and \$2 per day per screen.
6. TVs, VCRs, DVD players, digital projectors and flip charts are for in-library use only

Procedures

1. Requests for equipment are directed to the Information Services Coordinator at the Keswick Branch
2. Discussions regarding fines for AV equipment/material are to be referred to the Information Services Coordinator.

Attachments:

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	February 9, 2007
Board Presentation:	March 22, 2007
Board Adoption:	March 22, 2007