

WINCHESTER PUBLIC LIBRARY PROJECTOR POLICY

The Winchester Public Library provides projector devices and components to support its mission to provide a broad range of informational, educational and recreational resources to serve the diverse needs of the community. The use of projector devices and components loaned by the Winchester Public Library is governed by the policies detailed below:

1. The patron borrowing the projector and components must be a Winchester resident, aged 18 years or older, with a current library card. The patron must be in good standing with the Library (i.e., he/she must not owe replacement costs for lost or damaged items.) Projector devices may only be checked out on the library card of the patron present at the time of checkout. The library staff reserves the right to request photo identification.
2. The patron wishing to borrow a projector device and components must complete the Library's projector Agreement. Projector devices and components may be checked out for a maximum of 7 days and are not renewable. Late fees accrue at the rate of \$5 per day with no maximum. Late fees may not be applied against any projector devices and components not returned in original working condition. Projector devices may not be placed on hold; however, a projector device may be held for up to 2 hours for a patron who calls in advance.
3. Patrons borrowing a projector device and components are responsible for the full replacement cost of the projector device and all of its components as detailed on the projector Agreement. The borrowing patron assumes all responsibility for returning the projector device and all its components in their original working condition. If not in original working condition, the borrower is responsible for Charges outlined in the projector Agreement. Payment for any and all Charges must be made at the time of return. If the Library staff is unable to inspect the projector device and components at the time of return, any Charges incurred pursuant to the project Agreement will be billed to the borrower.
4. Projector devices and components borrowed from the Library must be returned directly to the Winchester Public Library Circulation Desk.

Projector devices and components may not be returned to another library or placed in the book drop. The borrower is responsible for improper return of the device and components.

Adopted October 21, 2021

Replacement Cost of Projector:

Projector: \$300

Cables \$ 35

Bag \$ 10

Instructions \$ 5

Total Replacement \$350.00

WINCHESTER PUBLIC LIBRARY PROJECTOR AGREEMENT

I _____ (PRINT NAME)

acknowledge that I have read, understand and accept the Winchester Public Library Projector Policy. Projector devices and components may circulate for a maximum of 7 days and are not renewable. I assume full financial responsibility according to the Charges detailed below while the projector device and components are checked out to my Library account and will pay any Charges incurred at the time of return or immediately upon being notified of Charges by a Library staff member in writing. Additionally I understand that my Library account will be charged at a rate of \$5 per day, with no maximum, for every day the projector device and components are kept past the loan period. I will return the projector device and components directly to the Circulation Desk at the Winchester Public Library and will not return the device or components to another library or through the Library's Book Drop. I am responsible for any improperly returned projector device or components. Payments to cover any Charges will be payable to the Winchester Public Library.

"Charges" in the projector Policy and Agreement are defined as late fees and replacement or repair costs necessary to enable the borrowed or replacement projector device and components to be available for circulation. Charges will be assessed at the sole discretion of the Winchester Public Library staff in order to provide timely access to the borrowed projector device and components or a replacement projector device and components to Winchester Public Library patrons.

Borrower's Signature

Date

Address

Phone number

Replacement cost: Projector \$300; Cables \$35; Bag \$10; Instructions \$5; Total Replacement - \$350.00. Late fee is \$5.00 per day.