

AMITYVILLE PUBLIC LIBRARY AUDIO-VISUAL EQUIPMENT USAGE POLICY

The Amityville Public Library owns audio-visual equipment for use during Library-sponsored programs. This equipment was purchased through public and other funds to enhance the Library's programs. A high standard of maintenance is in place to prolong the life of the equipment and minimize replacement expenditure.

Understanding that outside organizations using the Library Meeting Room may require access to the equipment owned by the Library and also understanding that those organizations may not have access to portable or rental equipment, the Library will allow use of the equipment under the following guidelines.

1. The Library, in its discretion, may deny any "Application for Use of Equipment." Reasons for denial may include a previous infraction, misuse of equipment, usage which does not comply with the philosophy of the Library, usage which does not comply with Federal or State Law, etc. Equipment will not be available two (2) weeks prior to its use for a Library-sponsored program.
2. An "Application for Use of Equipment" (attached) must be submitted with the "Meeting Room Use Request Form." Equipment may be used only in the Library meeting room.
3. The "Application for Use of Equipment" may be made only by an Amityville Public Library card holder in good standing.
4. Equipment will be tested by Library staff before and after usage. Applicant must be present at the time the equipment is tested.
5. The applicant assumes full financial responsibility for repair, or replacement, of equipment and/or material as deemed appropriate by the Library.
6. A ten (\$10.00) dollar fee will be assessed for use of any or all equipment to cover incidental costs.

Adopted 9/19/96;
Reviewed 4/13/00, Accepted 6/15/00; Amended 6/21/07

**AMITYVILLE PUBLIC LIBRARY
APPLICATION FOR USE OF EQUIPMENT**

PLEASE PRINT

NAME _____

ADDRESS _____

PHONE NUMBER _____

LIBRARY BAR CODE NUMBER _____

ORGANIZATION _____

EQUIPMENT REQUESTED _____

MEETING DATE _____ MEETING TIME _____

I have read and agree to abide by all rules stated in the Amityville Public Library Audio-Visual Equipment Use Policy.

Signature of Applicant

Date

Approved: Yes _____

No _____

Equipment was in full working order when received.

Signature of Applicant

Signature of Staff Member