

**MOHAWK VALLEY LIBRARY SYSTEM**  
**MVLS Computer Equipment Booking Request/ Borrower Agreement**

**Library:**

**Date(s) needed:**

**Number and Type of program(s):**

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**Equipment/software requested:**

Laptop(s)-number wanted: \_\_\_\_

Slide Projector \_\_\_\_

LCD Projector \_\_\_\_

Speakers (for Seeing and Hearing Speech) \_\_\_\_

Projection screen \_\_\_\_

Tablet PC \_\_\_\_

Router (for Internet) \_\_\_\_

power strips \_\_\_\_ extension cords \_\_\_\_

Seeing and Hearing Speech software \_\_\_\_

The \_\_\_\_\_ Library will:

1. provide security for the equipment during the loan period.
2. inform staff of their responsibility in using equipment away from the library.
3. use the equipment with care:
  - re-pack or cover equipment when not in use to protect from dust
  - provide a supervised setting when it is in use by the public
  - be sure that batteries are charged before return, if possible
  - return at the end of the loan period in the agreed manner.

The library assumes responsibility for loss of equipment or accessories, for damage caused by misuse or abuse.

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Director

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MVLS Use

**Sent: (date/initials)**

Laptop(s) number : \_\_\_\_

Seeing and Hearing Speech software \_\_\_\_

LCD Projector \_\_\_\_

Slide Projector \_\_\_\_

power strips \_\_\_\_ extension cords \_\_\_\_

Speakers \_\_\_\_

Projection screen \_\_\_\_

Tablet PC \_\_\_\_

Router (for Internet) \_\_\_\_

**Return check: (date/initials)**