

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

Library:

Date(s) needed:

Program date(s)

Program title(s) or subject(s):

Equipment/software requested:

LCD Projector ____

Speakers (for Seeing and Hearing Speech) ____

Projection screen ____

Tablet PC ____

Seeing and Hearing Speech software ____

power strips ____ extension cords ____

Slide Projector ____

PIM (Polaris Inventory Manager) ____

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.

Director

MVLS Use

Sent: (date/initials)

LCD Projector ____

Slide Projector ____

power strips ____ extension cords ____

Speakers ____

Projection screen ____

Tablet PC ____

Seeing and Hearing Speech software ____

Return check: (date/initials)