

Ruthven Public Library

1301 Gowrie Street

P. O. Box 280

Ruthven, IA 51358-0280

TEL & FAX: (712) 837-4820

www.ruthven.lib.ia.us

info@ruthven.lib.ia.us

6.4 Loan of Equipment-Digital Multimedia Projector

6.41 Statement of Purpose

The Ruthven Public Library shall offer a digital multimedia projector to loan for use outside the library by bona fide community groups.

The digital multimedia projector shall not be available for use outside the library by individuals.

6.42 Required Deposit

Any group wishing to use the digital multimedia projector outside the library must pay a \$50.00 deposit to be refunded upon return and subject to inspection.

6.43 Loan Policy

The loan period for the digital multimedia projector shall be three days.

The digital multimedia projector shall only be available for one renewal period of three days, and the library director must give his or her consent.

6.44 Overdue Charges, Notification & Damages

The borrower of the digital multimedia projector shall accrue \$5.00 per day in overdue charges for each day not returned.

Any outstanding fines accrued from the loan of the digital multimedia projector shall be taken from the deposit upon refund.

Borrowers shall be responsible for damage to the multimedia projector due to abuse or negligent use.

When the digital multimedia projector has been kept out one week overdue, the library staff shall give a telephone reminder to return the projector.

When the digital multimedia projector has been kept out two weeks overdue, the library staff shall send out a notice by restricted certified mail informing the borrower of impending legal action.

When the digital multimedia projector has been kept out one month overdue, criminal action shall be taken against the borrower for theft pursuant to the Iowa Code.

Adopted by the Ruthven Public Library Board of Trustees: May 16, 2015

Scheduled for Review: April 2018