



Ankeny Kirkendall Public Library Digital Projector Borrowing Agreement

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Guidelines for Borrowing and Use

- The digital projector can only be checked out and returned at the Ankeny Kirkendall Public Library (AKPL) circulation desk. DO NOT USE THE BOOK DROP.
- Only patrons who are 18 years of age or older, and AKPL library cardholders in good standing may borrow the projector.
- The cardholder must present a valid AKPL library card number in order to check out the projector.
- Borrowers must read and understand this agreement every time the projector is checked out.
- Projectors check-out for seven (7) days. They may not be renewed.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of check out and check in.

- Digital projector
- Projector remote control
- HDMI cord
- Carrying bag
- Power cable

Fines and Liability

- The overdue fine is \$3.00 per day for a maximum of \$15.00. This maximum fine does not include any and all equipment replacement costs, which are billed separately.
- The borrower is responsible for the costs associated with damage or loss of the digital projector and all accessories due to neglect or abuse. Replacement costs are as follows:
 - Projector Device - \$487
 - Case - \$25
 - Power Cable - \$10
 - HDMI cord - \$10
 - Projector remote control - \$17
- Patrons will be held responsible for all applicable replacement costs and processing fees (\$3.00), up to \$490 for the projector and/or accessories if lost, stolen or damaged while checked out. The library will consider a replacement item of equal condition on a case-by-case basis.

Proper Care and Use

- Do not leave the projector in a hot vehicle, nor expose to moisture.
- Don't place items or coverings on the projector.