

Digital Multimedia Projector Policy

The Polk City Community Library Board have deemed the following policy for using the digital projector.

Groups which have reserved the Polk City Community Library meeting room may use the Library's digital projector at no cost. Projector users are responsible for repair or replacement costs of any projector component beyond normal wear.

As with all library equipment and the policy pertaining to the meeting room, the person using the projector must be 18 years old. He/She must sign an agreement to pay for any damage to the equipment incurred during the time it is being used.

Individuals using the projector must provide their own laptop or desktop computer.

Individuals using the projector must know how to use the equipment. If they do not, they will be required to make an appointment with staff prior to day of use. At this appointment a preliminary setup and test will be done to insure that users understand how to connect their computer to the projector and how to make necessary changes and settings.

Upon the discretion of the Library Director, the projector policy may be overridden.

Accepted by the Polk City Community Library Board on_____.