

## Equipment and Library Furnishings Policy

The Polk City Community Library Board have deemed the following policy for all equipment and library furnishings.

All equipment and furnishings in the Library are for in house use only and cannot leave the building nor will they be loaned out.

AV Equipment may be used if a customer has rented the meeting room and put in a request with the Director following these guidelines.

Must read the AV Equipment Policy

Must know how to operate equipment

Approved by the Polk City Community Library Board on \_\_\_\_\_