AMITYVILLE PUBLIC LIBRARY
AUDIO-VISUAL EQUIPMENT
USAGE POLICY

The Amityville Public Library owns audio-visual equipment for use during Library-sponsored programs. This equipment was purchased through public and other funds to enhance the Library’s programs. A high standard of maintenance is in place to prolong the life of the equipment and minimize replacement expenditure.

Understanding that outside organizations using the Library Meeting Room may require access to the equipment owned by the Library and also understanding that those organizations may not have access to portable or rental equipment, the Library will allow use of the equipment under the following guidelines.

1. The Library, in its discretion, may deny any “Application for Use of Equipment.” Reasons for denial may include, but is not limited to, a previous infraction, usage which does not comply with the philosophy of the Library, usage which does not comply with Federal or State Law, in use for, or set-up for, a Library-sponsored program, etc.

2. An “Application for Use of Equipment” (attached) must be submitted with the “Meeting Room Use Request Form.” Equipment may be used only in the Library meeting room.

3. The “Application for Use of Equipment” may be made only by an Amityville Public Library card holder in good standing.

4. The applicant assumes full financial responsibility for repair, or replacement, of equipment and/or material as deemed appropriate by the Library.

Equipment available for use includes a microphone and a laptop computer. The laptop computer may be attached to a large screen projector.

Adopted 9/19/96;
Reviewed 4/13/00, Accepted 6/15/00; Amended 6/21/07, Revised 6/19/14
AMITYVILLE PUBLIC LIBRARY
APPLICATION FOR USE OF EQUIPMENT

PLEASE PRINT

NAME_________________________________________________________________

ADDRESS______________________________________________________________
_________________________________________________________________
PHONE NUMBER_______________________________________________________
LIBRARY BAR CODE NUMBER_____________________________________________

ORGANIZATION________________________________________________________

EQUIPMENT REQUESTED_______________________________________________

MEETING DATE_______________________MEETING TIME___________________

I have read and agree to abide by all rules stated in the Amityville Public Library Audio-Visual Equipment Use Policy.

______________________________________________
Signature of Applicant Date

Approved: Yes___________________________ No___________________________

_____________ ________________________________
Signature of Applicant Signature of Staff Member

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Equipment was in full working order when received.

______________________________________________
Signature of Applicant Signature of Staff Member