



Projector & Screen Policy

Borrowers must:

- Be a permanent resident of Natchitoches Parish;
- Be over the age of 18;
- Have a valid Natchitoches Parish Library card with a history of good borrowing practices.

At the time of checkout, borrowers must:

- Have a library record currently in good standing (i.e. no overdue books or outstanding charges);
- Present a valid Natchitoches Parish Library card;
- Present a Louisiana driver's license or state issued identification card showing current residence in Natchitoches Parish;
- Agree to the terms of checkout by signing an agreement form.

Checkout/Check-In:

- Borrowers bear the responsibility for items due to neglect, abuse, loss or physical damage.
- Devices are available on a first-come, first-served basis.
- Each adult may only check out one (1) of each device (projector & screen) at a time.
- Devices will be checked out for a period of seven (7) days.
- Devices checked out may not be renewed.
- Devices may be checked out again after a one (1) week waiting period per household.
- Devices shall not be put in the book drop or overnight drop box. They must be returned to a Natchitoches Parish Library staff member who will inspect the device to ensure it is intact and working properly.
- Devices must be returned to the library by the borrower on the due date at least thirty (30) minutes before closing. The borrower must remain at the library until a staff member has inspected the device to ensure it is intact and working properly.
- If a device is lost, damaged, or stolen, borrowers are responsible for the replacement cost of the device and any accompanying accessories (case, power cable, etc.) plus any accrued overdue fines.
- If a device is not returned, it will be considered stolen and turned over to the police.
- Devices may not be used for illegal purposes.

Liability:

- A patron's privilege to check out a device may be removed for a period of time if the patron fails to return loaned equipment by the due date or leaves before the check-in procedure is complete.
- If a device is not returned on time, a fine of \$10 per day for projectors and \$5 per day for screens will be assessed.
- Devices not returned within seven (7) days after the due date will be considered non-returned and turned over to the police as stolen and all borrowing privileges will be revoked.
- The borrower is responsible for making sure that the device is in working order and without physical damage when it is checked out.
- Under no circumstances should a borrower leave the device unattended. The library will not be responsible for a lost or stolen device.
- Borrowers assume full responsibility and fiscal liability for all costs associated with damage to the device or accessories during the period it is checked out, or the replacement costs should items be lost or stolen.

Fees:

- PROJECTOR: A \$10.00 per day fine will be assessed if items are not returned on time.
- SCREEN: A \$5.00 per day fine will be assessed if items are not returned on time.

Charges for physical damage to or loss of a projector, screen, or accessories are as follows:

Projector

- Projector (including remote, power block & cable) = current replacement cost, averaging between \$150.00-\$200.00
- Carrying case/backpack = \$40.00
- Tripod = \$50.00

Screen

- Screen (including carrying bag, (1) screen, (7) poles, (2) stands, (2) corner connectors, (2) water bags, (5) stakes, (8) screen hooks, (2) ropes) = \$80.00

Replacement fees paid for damaged items go towards the purchase of new equipment; damaged items will not be relinquished to patrons.

Problems or Questions:

If patrons experience problems with the device, they should report them to library staff.

- Main Branch: (318) 238-9224
- Northeast Branch: (318) 476-3280

The borrower should not try to troubleshoot the device.

Projector & Screen Checkout Agreement

Patron Name: _____ Due Date: _____ Eligible for next checkout: _____

Contact #: _____ COPIES ATTACHED: DL/Photo ID Library Card

CHECKOUT TYPE: Projector Screen

Place asset number(s) here

In this agreement, “we” , “us” and “our” means the Natchitoches Parish Library. “You” and “your” means the patron/user of the Library. The “property” is a projector or screen owned by the Natchitoches Parish Library with the following serial/asset tag numbers:

- Terms:** You will comply at all time with the Natchitoches Parish Library’s **Projector & Screen** Checkout Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the Library may repossess the property.
- Title:** Legal title to the property is in the Library and shall at all times remain in the Library. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Agreement and the Natchitoches Parish Library’s **Projector & Screen** Checkout Policy.
- Loss or damage:** If the property is damaged, lost, stolen, or not returned you will be assessed fees and charges accordingly. Loss or theft of the property or damage due to fire must be reported by the next day after the occurrence.
- Repossession:** If you do not timely and fully comply with all terms of this Agreement and the Library **Projector & Screen** Checkout Policy, including the timely return of the property, the Library shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.
- Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of the checkout period unless earlier terminated by the Library.
- Appropriation:** Your failure to timely return the property and the continued use of it without the Library’s consent may be considered unlawful appropriation of the Library’s property.

Patron Signature: _____ Date: _____ Verified By: _____

Inventory Checklist

Staff Use Only

Projector

	Checkout	Check-In
Projector		
Remote		
Power Block		
Power Cable		
Carrying Case/Backpack		
Tripod		
No physical damage		
Device will power on		
Verified By:		

Screen

	Checkout	Check-In
Screen		
Carrying Bag		
(7) poles		
(2) stands		
(2) Corner Connectors		
(2) Water Bags		
(5) Stakes		
(8) Screen Hooks		
(2) Ropes		
No physical damage		
Device will power on		
Verified By:		

Damaged

Describe damage _____

Check item in to SPECIAL STATUS > DAMAGED

- Determine charge amount (broken device, missing power cable or carrying case, etc.)
- Place note of damage in EDIT ITEM CONDITION. Include your initials and date.
- Click SEND TO REPAIR LOCATION and bring device & paperwork to Administration.

DATE _____ STAFF INITIALS _____

Overdue

At 4 days overdue:

- Send email to Mona, Alan, & Rosalind to turn device off.
- Call/text/email patron to request device be returned.

DATE _____ STAFF INITIALS _____

- *Notify Mona, Alan, & Rosalind if/when device is returned.*

DATE _____ STAFF INITIALS _____

At one week overdue:

- Bring paperwork to Mona, Alan, & Rosalind/Fredricka.

DATE _____ STAFF INITIALS _____

For Administrative Use ONLY

At 1 week overdue:

- Call/text/email patron to threaten filing of stolen device.

DATE _____ STAFF INITIALS _____

At 2 weeks overdue:

- File Police report.

DATE _____ STAFF INITIALS _____

At 3 weeks overdue:

- Mark item as lost; charge patron.
- Order new device.

DATE _____ STAFF INITIALS _____