

MOHAWK VALLEY LIBRARY SYSTEM
MVLS Computer Equipment Booking Request/ Borrower Agreement

Library:

Date(s) needed:

Program date(s)

Program title(s) or subject(s):

Equipment/software requested:

LCD Projector

Speakers (for Seeing and Hearing Speech)

Projection screen

Tablet PC

Seeing and Hearing Speech software

power strips extension cords

Slide Projector

PIM (Polaris Inventory Manager)

The _____ Library will:

1. provide security for the equipment during the loan period.
2. inform staff of their responsibility in using equipment away from the library.
3. use the equipment with care:
 - re-pack or cover equipment when not in use to protect from dust
 - provide a supervised setting when it is in use by the public
 - be sure that batteries are charged before return, if possible
 - return at the end of the loan period in the agreed manner.

The library assumes responsibility for loss of equipment or accessories, for damage caused by misuse or abuse.

Director

MVLS Use

Sent: (date/initials)

LCD Projector

Slide Projector

power strips extension cords

Speakers

Projection screen

Tablet PC

Seeing and Hearing Speech software

Return check: (date/initials)

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