



# Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 400 - 007

GROUP: RESOURCES & FACILITIES

TITLE: **Equipment Loan Policy**

The Wadleigh Memorial Library owns electronic equipment that is available for outside loan to Milford Town government departments and for use **in the library only** by community groups and organizations. The Library also owns several folding tables and chairs which may be borrowed by community organizations and used off premises.

Borrowers are financially responsible for returning all equipment in good condition within the permitted loan period. Town Department Heads or Authorized Representatives of community groups and organizations must sign this form to accept financial liability for use of the equipment.

Requests for use of this equipment must be submitted to the Library Director or a Reference Librarian and be approved in advance of the equipment leaving the premises.

Advance reservations are strongly recommended. **Library sponsored programs requiring use of the equipment will always take precedence over the requests of other organizations. Equipment should not be left unattended.**

I \_\_\_\_\_ agree that \_\_\_\_\_  
(print name) (name of Department or Organization)

will be financially responsible for the replacement or full repair cost of the following, should damage occur while in my care or should I not return the equipment on the date and time agreed

- |  |   |
|--|---|
| <input type="checkbox"/> LCD Projector   | <input type="checkbox"/> 6-foot folding tables (number: _____ ) |
| <input type="checkbox"/> Laptop Computer | <input type="checkbox"/> Overhead Projector                     |
| <input type="checkbox"/> OWL             | _____ Other   |
- (Please check off which items you are borrowing).

Date & time to be borrowed: \_\_\_\_\_ Date & time to be returned: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
=====

Photo Id Number: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Note: Approve only after reviewing Library Events Calendar and checking photo id)

**STAFF:** Upon return of equipment, please date and initial:

Equipment returned: \_\_\_\_\_ Equipment checked: \_\_\_\_\_

Notes: \_\_\_\_\_

Reviewed & Approved 7/18/23  
Revised & Approved: 4/16/19  
Revised & Approved: 3/25/13  
Board of Trustees