

Title	Use of Library Owned Video Equipment
Policy Number	
Date Approved	June 18, 2007
Amended	
Prepared by	Policy Committee, May 2007

PURPOSE: To establish guidelines on the use of the Library's equipment (video equipment includes video/DVD/TV, other equipment includes, PC projector, projector screen, etc.) and to facilitate compliance with copyright laws.

STATEMENT OF POLICY:

1. The Library's video equipment will only be utilized where it is not facilitating the violation of video copyrights; i.e.: videos used in public performances must include public performance rights. Check with the Library Director if you are unsure of your public performance rights.
2. Requests for use of the Library's video equipment must be presented to the Library Director at least 24 hours in advance of the time needed.
3. The video equipment can only be used within the Library facility or designated facility, i.e. The Main Meeting Room, the Caucus Room, or the main hall in the Municipal Building.
4. If the equipment is lost, stolen or damaged, it will be the responsibility of the borrower to replace / or repair, to manufacture's specifications (ie. Proper working order) the item(s) in a timely manner, as determined by the Library Director.

