

BENEDICTINE COLLEGE

LIBRARY

Borrowing Policy and Procedures for LCD Projectors and Audio-Visual Equipment

Overview: Benedictine College Library lends LCD projectors and other audio-visual equipment to faculty, staff, administrators and residence directors for activities that support the educational mission of the school.

Who is Eligible: Eligibility applies to faculty, staff, administrators and residence directors. You must be registered as a BC Library borrower, i.e. you must have a patron record in the library system.

To Borrow a Projector or other AV Equipment: You must contact the library to reserve the item at least 24 hours before you plan to borrow the equipment. You may contact Steven Gromatzky (ext. 7511, sgromatzky@benedictine.edu), Darla Meyer (ext. 7516 (dmeyer@benedictine.edu)) or in person. Come to the Library Circulation Desk between the hours of 8:00 AM and 5:00 PM Monday thru Friday. You may then:

- Borrow the item - checked out for a maximum of 24 hours. If an item is required for more than 24 hours, special arrangements need to be made with the Library Director
- Never leave the item unattended; use of the locking cable is recommended
- Each borrower is responsible for the equipment checked out
- Immediately report any loss of or damage to projectors or other audio-visual equipment to the Library Director

To Renew Your Loan: Bring the item to the Circulation Desk for renewal. No piece of equipment can be renewed if others have reserved it. As a general rule, each borrower is allowed one renewal.

Borrowers Are Responsible For:

- Full replacement cost for any LCD projector (\$800.00) or other audio-visual equipment lost or not returned
- Full replacement cost if the hardware or any peripherals (i.e., cables, power cords) charged out to them are lost, or -
- Full repair cost charged by the College's selected repair service if the hardware or any peripherals are damaged
- Lost or damaged equipment cannot be replaced with the borrower's personal equipment

Returning Equipment: All hardware/equipment must be returned to the Circulation Desk within 24 hours of the time it was checked out. For example, if the item was borrowed at 8:30 AM on

Monday, it is expected that it will be returned by 8:30 AM on Tuesday. If an item is borrowed over a weekend, special arrangements need to be made with the Library Director.