

AV Equipment Loan, Fines, and Fees Policy

The Library maintains AV equipment for in-house and circulating use by patrons. This equipment can be booked up to 90 days in advance. Patrons wishing to check out AV equipment must possess a valid library card and must be 18 years or older.

The schedule and loan periods below delineate circulating loan periods/fees. A maximum of three (3) renewals are permitted if the equipment is available. The fee for all equipment must be paid at time of checkout, in two checks - one for the deposit and one for the rental fee.

	Deposit	Charge	Loan Period
Opaque Projector	NA	NA	In-House use only
Overhead Projector	\$10	\$5	48 hours
Screen	\$25	\$10	48 hours
Fender PA System	\$100	\$25	48 hours
Vivitek LCD Projector	\$100	\$35	48 hours

The staff of the library recommends that the patron check the compatibility of the equipment with patron devices before checkout. A brief training session with a staff person on how to use the equipment is available upon request

If a piece of equipment is overdue without being renewed, the patron will be charged an additional rental fee for each 48-hour period that the equipment is overdue. On the fifth day overdue, the patron will forfeit the deposit and a bill will be sent to the patron for the replacement price of the equipment. If the equipment is returned after five days overdue, the patron will only be responsible for paying the rental fee for each 48-hour period and forfeiting the deposit.

All persons using this equipment for the City, Chamber of Commerce not-for-profit use, or nonprofits that are affiliated with the City of Yankton are not required to pay a deposit or fee charge. (Please refer to the AV rental binder for a list of nonprofit agencies affiliated with the City). However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them.

Equipment will be inspected at time of checkout and when returned to verify that all pieces are accounted for.