

# **LODI PUBLIC LIBRARY**

## **EQUIPMENT RENTAL AGREEMENT**

Requirements for checkout:

- Valid library card in good standing

- Checkout and return of all items at main desk must be done in person & during library hours

*Equipment may be checked out for up to 48 hours.*

Checkout date: \_\_\_\_\_ Approximate time: \_\_\_\_\_

Return date: \_\_\_\_\_ Approximate time: \_\_\_\_\_

**NOTICE:** \$25 per day per item late fee will be assessed

**EQUIPMENT CHECKOUT:**      Location of use: \_\_\_\_\_

<input type="checkbox"/> Multimedia projector (\$15 per day)	<input type="checkbox"/> L.O.D.I. sound system (\$5 per day)
<input type="checkbox"/> Long multimedia cord & surge protector (in a tote)	<input type="checkbox"/> Portable screen

**IN-LIBRARY ONLY EQUIPMENT:**

<input type="checkbox"/> TV with VCR/DVD on cart	<input type="checkbox"/> Opaque projector
<input type="checkbox"/> Small cart with attached extension cord	<input type="checkbox"/> Die cutting machine

***Information of the person who will be responsible for the items:***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Library Card #: 290780 \_\_\_\_\_

Organization or affiliation: \_\_\_\_\_

*I will return the materials in person at the Lodi Public Library main desk during open hours and agree to wait while library staff assesses the condition of the equipment.*

*I understand that I am responsible for the use and care of the equipment for the duration of checkout, including checkout fees and late fines as well as the cost of repair or replacement in the event of loss or damage.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR LIBRARY USE:** \_\_\_\_\_

CHECK OUT:     Contents checked                       Payment received: \$ \_\_\_\_\_

CHECK IN:      Contents checked                       Condition checked                       Fines: \$ \_\_\_\_\_

Problems reported by patron: \_\_\_\_\_