

Equipment Use

The following rules govern the use of all equipment belonging to Lied Scottsbluff Public Library.

1. Loans

Equipment may not be loaned to an individual or a group for use outside the library; with these exceptions:

- a. When a representative of the library (staff or board member) is presenting a program
- b. When borrowed by an authorized representative of the City of Scottsbluff
- c. Any loans will be for the shortest period of time permitted by the circumstances
- d. Loans are allowed at the discretion of the Library Director

2. In-Library Use:

Any individual or group using the library's community room, in accordance with the policy for the use of that room, may use the library's equipment during their time in the community room. All individuals reserving the community room and using the equipment must be in good standing with the Library.

3. Priority:

The Library has priority on the use of all equipment for its library programs and/or meetings.

4. Misuse, Damage or Abuse:

All individuals or groups using the Library's equipment are responsible for its proper care. Fees will be charged and denial of future use of the equipment will be enforced by the Library Director if there is misuse, damage or abuse.