

AMITYVILLE PUBLIC LIBRARY AUDIO-VISUAL EQUIPMENT USAGE POLICY

The Amityville Public Library owns audio-visual equipment for use during Library-sponsored programs. This equipment was purchased through public and other funds to enhance the Library's programs. A high standard of maintenance is in place to prolong the life of the equipment and minimize replacement expenditure.

Understanding that outside organizations using the Library Community Room may require access to the equipment owned by the Library and also understanding that those organizations may not have access to portable or rental equipment, the Library will allow use of the equipment under the following guidelines.

1. The Library, in its discretion, may deny any "Application for Use of Equipment." Reasons for denial may include, but is not limited to, a previous infraction, usage which does not comply with the philosophy of the Library, usage which does not comply with Federal or State Law, in use for, or set-up for, a Library-sponsored program, etc.
2. An "Application for Use of Equipment" (attached) must be submitted with the "Community Room Use Request Form." Equipment may be used only in the Library community room.
3. The "Application for Use of Equipment" may be made only by an Amityville Public Library card holder in good standing.
4. The applicant assumes full financial responsibility for repair, or replacement, of equipment and/or material as deemed appropriate by the Library.

Equipment available for use includes a microphone and a laptop computer. The laptop computer may be attached to a large screen projector.

