



# REEDSBURG PUBLIC LIBRARY

## EQUIPMENT RENTAL AGREEMENT

370 Vine Street ~ Reedsburg, Wisconsin 53959 ~ 608-768-READ ~  
www.reedsburglibrary.org

Item Reserved

Staff Initials

Date Received

### Applicant Information *(please print)*

Name: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

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

Driver's License #: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Must be at least 18 years of age and be a registered card-holder for a minimum of one week prior to rental. Rental of materials requires a valid library card, in good standing, and a photo ID.

#### 14 DAY CHECKOUT (NO FEE)

- Cassette Recorder
- Flip Mino Camcorder
- Karaoke Machine
- Photo/Film/Slide Scanner
- Speakers
- Tripod
- Display Easels (4 available) # \_\_\_\_\_
- Sewing Machine 1
- Sewing Machine 2
- Sewing Machine 3

#### 3 DAY CHECKOUT (\$5 PER DAY)

- Projector 1 (VGA/HDMI)
- Projector 2 (VGA/HDMI)
- Overhead Projector
- Slide Projector

#### 3 DAY CHECKOUT (NO FEE)

- Outdoor Projection Screen (8'x12')
- Presentation Screen (5'x6')

- I am responsible for the use and care of the equipment for the duration of checkout, including applicable fines as well as the cost of repair or replacement in the event of loss or damage.
- I will return the materials to the Library during open hours so that Library Staff may assess the condition of the equipment. **RETURN AT REEDSBURG LIBRARY ONLY. DO NOT RETURN IN BOOKDROP**
- Late Fees are \$5.00 per day for all equipment.
- I will pick up the item by \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_. If I do not pick up by this time or contact the library in advance to change the pick-up time, my reservation will be cancelled.
- I agree to return the materials on or before the library closes on the **Due Date:** \_\_\_\_\_.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

<u>CHECK OUT</u>	<u>CHECK IN</u>	<u>ONLINE CALENDAR</u>
Payment Rec'd: \$ _____ <input type="checkbox"/> Contents Checked <input type="checkbox"/> Date Due manually changed Staff Initials: _____	<input type="checkbox"/> Contents Checked <input type="checkbox"/> Item worked for patron <input type="checkbox"/> Item in working order Staff Initials: _____	<input type="checkbox"/> Reservation #33FFFF <input type="checkbox"/> Checked out #FF3333

### **3-DAY CHECKOUT - \$5/DAY TO CHECKOUT - \$5/DAY IF OVERDUE**

**Projector 1** - LED projector for use with DVD, personal computer or other device. Small speaker in projector, but you may wish to reserve peripheral speakers for use with this device. *VGA and HDMI connections.*

**Projector 2** – LED Projector for use with DVD, PC or other device. Small speaker in projector, but you may wish to reserve peripheral speakers for use with this device. *VGA and HDMI connections.*

**Overhead Projector** – Projector for use with transparencies.

**Slide Projector** - Carousel-type slide projector for home use.

### **14 DAY CHECKOUT – NO FEE - \$5/DAY IF OVERDUE**

**Cassette Recorder** – Plays and records audiocassettes.

**Flip Mino Camcorder** – Simple to use digital video camera with integrated USB connector. Includes software for uploading videos to your computer.

**Karaoke Machine** – Portable unit with integrated CD player, speakers and microphone. Requires CDG format discs for Karaoke use (1 included). Can be used with regular audio CD for sing-a-long.

**Photo/Film/Slide Scanner** – Scanner for converting photos, film and slides to digital format. *Images may be saved to your PC via included USB cable, or to SD card (not included).*

**Speakers** – Speakers with standard 3.5mm plug. Can be connected to projector, audio player or other device.

**Tripod** – Tripod with standard screw attachment for use with cameras.

**Display Easels** – Collapsible easels, perfect for displaying artwork and posterboards. (4 available)

**Sewing Machines** – Janome sewing machines.

### **3-DAY CHECKOUT – NO FEE - \$5/DAY IF OVERDUE**

**Outdoor Projection Screen** – This 8’x12’ screen is perfect for outdoor movies & programs. -Requires at least 2 people to set-up.

**Presentation / Projection Screen** – Indoor presentation screen. Easy set-up for table-top or free-standing use.