

Ellsworth Public Library

1549 DeWitt St.
PO Box 338
Ellsworth, IA 50075

TEL 515-836-4852
FAX 515-836-2162
director@
ellsworth.lib.ia.us

LAPTOP COMPUTER/PROJECTOR POLICY

Prepared for: Ellsworth Public Library

Approved by: Board of Trustees

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Lap Top Computer/LCD Projector

Policy Statement

The Ellsworth Public Library will offer access to patrons in good standing the use of the laptop computer/ projector and projector screen / for meetings and social gatherings held in the large meeting room.

Laptop/Projector

Regulations

Ellsworth Public Library adult patrons (18 and over) in good standing will be allowed to use the Laptop/Projector and big screen with Power Point Presentations and movie capabilities. As with other library material, restriction of use will be monitored to capability of user. The library reserves the right to refuse use of this technical equipment to any one person.

The Lap Top/projector cannot be taken out of the large meeting room. No food or drink allowed in the area of technical equipment **without prior approval of the library board.**

All users of the equipment must abide by this policy.

Laptop/Projector Policy

Procedures

~~The Laptop/Projector will be secured under lock and key for safety purposes. The library staff will set up, assist and guide patrons with the use of this technical equipment.~~ Patrons under the age of 18 may not use the library's Laptop/Projector.

Laptop/Projector Policy

Guidelines

The use of this equipment must be scheduled in advance with the library staff on a first come, first serve basis. The patron scheduling the Laptop/Projector will be responsible for any damages of the same. A \$50 retainer will be asked of the scheduler if one of the library staff is not present at the presentation.

The Wii game may be played on the big screen using the Projector for tournaments and gatherings sponsored by the library. Also, movies sponsored by the library may be shown on the big screen using the Laptop/Projector.