

**A-V EQUIPMENT LENDING POLICY  
ROCKINGHAM COUNTY PUBLIC LIBRARY**

**An agreement accepting responsibility for the return of the equipment and for the repair of any damages incurred while used must be signed.**

- **Equipment checks out for 5 days. Fines are \$1.00 per day. Maximum fine is \$10.00**
- **Library programs which require the use of the machine will have priority of the use of the AV equipment.**

**I, the undersigned, agree to be responsible for the AV equipment until it is returned to the Library Staff. I agree to promptly pay for any repair charges for any equipment that is returned in a damaged condition and any replacement charges for any equipment that is not returned within 10 days of the due date.**

\_\_\_\_\_  
**Signature of Patron**

\_\_\_\_\_  
**Date**

**Phone number** \_\_\_\_\_

**Equipment Borrowed** \_\_\_\_\_

**Date due** \_\_\_\_\_

**Date returned** \_\_\_\_\_