

VIDEO PROJECTION SYSTEM USE POLICY

It is the policy of the North Judson-Wayne Township Public Library that the video projector system may be used by members of the community pursuant to the following guidelines. Library programs take priority followed by North Judson and Wayne Township groups and residents, then Starke County groups and residents and, lastly, groups and residents from outside Starke County.

The system must be reserved in advance for specific occasions. Scheduling is on a first come, first serve basis. The system may not be reserved by any group for regular use in one of their on-going programs (i.e. every Thursday from 12 to 2 all year). However, it may be reserved for a series of dates for programs with definite starting and ending times. Scheduling for this type of event is at the Library Director's discretion.

Instructions for the use and linking of different parts of the system may be requested at the front desk.

Any damage sustained to the system will become the financial responsibility of the culpable party. Any malfunction of the equipment should be reported to the Library as soon as possible.

Reviewed 11/13/01

Revised 4/13/2004

Reviewed 6/2013

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