

**MORTON PUBLIC LIBRARY DISTRICT  
EQUIPMENT LOAN POLICY**

Borrowers must have a valid adult card from the Morton Public Library District and be at least 18 years old. Morton Non-Resident Cards are valid. Equipment is to be used for Morton groups or organizations. Priority will be given to library use.

Borrowers are fully responsible for the equipment. If the equipment is damaged the borrower must pay the repair charges. If the equipment is not returned, the borrower will be charged the replacement cost of the equipment.

**Equipment available**

<b>for in-library use:</b>	video projector	opaque projector
	overhead projector	sound system
	16 mm projector	screen
	slide projector	slide trays

**Equipment to check out:**

Borrower must present a valid adult card from the Morton Public Library District and make a deposit, check or cash, which will be refunded upon return of the equipment in good working order.

Deposit: \$25.00	overhead projector	sound system
	16mm projector	screen
	slide projector	slide trays

Morton taxing bodies will be exempt from deposit requirements.

Call the library to reserve equipment.

Those wishing to borrow equipment must attend a short demonstration on how to use the equipment and sign an equipment loan agreement.

Loan period:	Contact library for details
	Late fee: \$10.00 per day