

Lending Policy for Electronic Equipment  
Cary Memorial Library

All laptop computers and printers that are the property of the the Cary Memorial Library (CML) will remain in the library building for public use until they are no longer in service. Library staff may use the equipment at the Williams House as needed.

Electronic equipment such as the LED Projector or Epson V600 Photo Scanner are available for lending to library users and local organizations with the stipulation that the equipment remains in the town of Wayne and is returned in the same operating condition as when it left the library. Special requests for use outside the town of Wayne will be subject to CML Board of Trustees approval. Sign out/check in sheets for borrowers will be provided. Check in should be as soon as possible, preferably within three days of intended use.

**Loan of Electronic Equipment**

Article loaned:

Check out date:

Checked out by:

Duration of expected use:

Due Date:

I \_\_\_\_\_ understand that the \_\_\_\_\_ (equipment) will be returned in the same condition as it left the library. Any damages will be the responsibility of the user to repair at no cost to the library.

Notes:

Telephone or other contact information of user: \_\_\_\_\_

Group using

Checked in by \_\_\_\_\_ date \_\_\_\_\_