

AUDIO-VISUAL EQUIPMENT USE

The Jefferson-Madison Regional Library welcomes library card holders to use its audio-visual (A/V) equipment for civic, creative, cultural, and educational activities. Library audio-visual equipment is available at select branches for use during hours the Library is open on equal terms to all card holders in the community.

Library and Library-sponsored activities have first priority in scheduling; and, thereafter, the equipment is available for use, and may be reserved for use on a specific day during the current month or the subsequent three months in advance. If Library A/V equipment is not reserved, it may be requested on a first come, first served basis.

Library equipment users must agree to the following guidelines:

- A valid JMRL library card in good standing is required to use JMRL A/V equipment.
- Any material created with library equipment must not be made available for sale, advertising purposes, or the promotion of commercial products or services.
- Compliance with copyright laws in the use of Library equipment is the responsibility of the user.
- All equipment users must sign JMRL's Library Audio-Visual Equipment Use Form. Card holders under the age of 16 must have the form signed by a legal guardian, who will be held financially responsible for the costs of replacement of any damaged or lost equipment. Card holders must also sign JMRL's Meeting Room Registration Form, and agree to JMRL's Meeting Room policy. Card holders under the age of 16 must have JMRL's Meeting Room Registration Form signed by a legal guardian.
- Card holders will be held financially responsible for any damaged or lost equipment at the rate provided by the branch library at the time of form sign-up.
- Equipment and all peripheral materials (cords, adapters, plug-ins, etc.) checked out to the user must be returned in the condition in which they were checked out on the same day in which they were checked out.
- Library A/V equipment may not leave the interior of the branch where it was checked out.
- Card holders agree not to use A/V equipment to take audio or video footage of any individuals without their explicit permission.
- Card holders agree not to hold JMRL liable or responsible for any personal injury occurring while using library equipment.
- JMRL does not guarantee the availability of any A/V equipment, and is not responsible for the performance of said equipment.

Upon filling out JMRL's Library Equipment Use Form, patrons will be given a list of available equipment (along with replacement prices should said equipment be damaged in any way).