

Cranbury Public Library

Audio/Visual Equipment Use Policy

Introduction

It is the policy of the Cranbury Public Library (CPL) to provide use of certain audio/visual equipment (A/V Equipment) to the community as a public service. The A/V Equipment consists of a DVD/VHS player, LCD projector, 2 stereo speakers, rolling A/V cart and a projection screen. Although this equipment is capable of functioning with a laptop computer and may be used with one, CPL will not supply a laptop computer. The A/V equipment must be used in CPL in the meeting room and is available on an equitable basis, regardless of the beliefs or affiliations of the organizations requesting its use.

Eligibility for Use

In scheduling use of the A/V Equipment, priority is given to programs administered or sponsored by and organizations directly affiliated with CPL. In addition permission may be granted for the following uses, in order of priority and based upon availability:

- Township departments, agencies or commissions.
- Neighborhood and community organizations based in Cranbury.
- Other non-profit public and/or social service organizations.

Restrictions on Use

The A/V Equipment may only be used in CPL in the meeting room area. As such all restrictions on use of the meeting room also apply. (See Meeting Room Policy) Organizations must provide one person to be responsible for the use of the A/V Equipment. This person must meet with the Technology Services Librarian prior to use for a lesson to learn how to set up, operate and safely stow the A/V Equipment. If the person will be using a laptop computer with the equipment he/she must bring it to the lesson.

Reservations

- Reservations for both the A/V Equipment and the meeting room may be made in phone or in person at least two (2) weeks prior to the requested date. Along with the reservation an appointment must be made with the Technology Services Librarian to learn how to set up and operate the A/V Equipment. Application must be made in writing.
- The CPL Director or Technical Services Librarian must give formal approval. Reservations will be made in order of priority as indicated above and by date of request.
- The number and frequency of use of the A/V Equipment by any one organization will be at the discretion of the CPL director, based upon availability of the A/V Equipment and the availability of the meeting room. No one organization may monopolize use of the A/V equipment and meeting room. Multiple, related meetings may be reserved on a single application.
- Applications for use of the A/V Equipment for children or teens must be sponsored and signed by an adult who will assume full responsibility.
- Permission to use the A/V Equipment is revocable and does not constitute a lease.

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Regulations regarding use and care of Audio/Visual Equipment

- No organization may use the A/V Equipment to show copyrighted material without proper license unless it comes under "Fair Use". The organization using the A/V Equipment is liable for any copyright infringement.
- Organizations must provide one person to be responsible for use of the A/V Equipment. This person must contact the Technology Services Librarian at least two (2) weeks prior to the date of use to make an appointment to learn how to set up, operate and stow the A/V Equipment. The appointment time will be set at the discretion of the Technology Services Librarian and will be prior to the reserved time to use the A/V Equipment.
- CPL personnel are not available to assist with the A/V Equipment during its use.
- The A/V equipment is to be left in the condition in which it was found. The organization's representative, as indicated on the reservation form, is responsible for damages.
- Set up and take down of the A/V Equipment must take place within the time allotted for the meeting.

Cancellations, Denial of Application, Appeals

- Any cancellation on the part of an applicant organization should be made at least 24 hours before the scheduled use date.
- In the event that CPL must close due to unforeseen equipment failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use the A/V Equipment.
- CPL reserves the right to cancel use of the A/V Equipment reservation in the event of unforeseen CPL demands.
- CPL reserves the right to deny use of A/V Equipment to organizations that do not take proper care of the equipment, do not attend a lesson in A/V Equipment use, or do not appear capable of using the equipment properly.
- CPL also reserves the right to deny A/V Equipment use to organizations that have mishandled the A/V Equipment previously.
- Denial of application may be appealed to the Cranbury Public Library Board of Trustees by following the Cranbury Public Library Patron Appeal Process.

Other Applicable Regulations

All rules and regulations as outlined in CPL policy documents apply to persons using the A/V Equipment. Applicants are expected to be familiar with all CPL policies, including Library Use Policy.

Waiver of Regulations

The director may authorize exceptions from specific regulations of this policy for CPL and its programs, for the Friends of the Cranbury Public Library, Boards and Agencies of the Township of Cranbury, Middlesex County, or the State of New Jersey.

Approved by the Cranbury Public Library, Board of Trustees – November 10, 2005

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Audio/Video Equipment Application

Application Date: _____

Name of Organization: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Meeting Day/Date: _____

Start time: _____ End Time: _____

Lesson Appointment Date and Time: _____

Signature: _____

Signature indicates that applicant has reviewed all applicable rules and regulations, and that the organization agrees to abide by said regulations as set forth by CPL's Board of Trustees. In addition, the signatory and all participants agree to hold harmless the Cranbury Public Library, the Cranbury School, all library personnel and board members and the Friends of the Cranbury Public Library, for any damage(s) caused by or resulting from the organization's use of the A/V equipment..

(For CPL Use Only)

Application Received: _____

Approved: _____ Disapproved: _____ Notification Sent: _____

Reason (if disapproved): _____

Notes/Follow-up: _____