



Equipment Loan and Replacement Fee Schedule

Equipment Loans	Renewals	Loan Period	Deposit
Beseler artist's opaque projector	Yes	3 days	\$20.00
Blu-Ray/DVD player	Yes	3 days	\$20.00
Cassette player-recorder	Yes	14 days	\$20.00
Digital camera	Yes	14 days	\$20.00
DLP projector	No	3 days	\$250.00
Easel	Yes	3 days	\$20.00
Laptop, Dell Rugged	No	3 days per household, with 4 days between	\$150.00
Microphone, hand held	Yes	3 days	\$20.00
Microphone stand	Yes	3 days	\$20.00
Mobile Hotspot	No	7 days	\$20.00
Overhead transparency projector, portable	Yes	3 days	\$20.00
Overhead transparency projector, for use in library only	Yes	3 days	\$20.00
Portable mic system	Yes	3 days	\$20.00
Portable PA system	Yes	3 days	\$20.00
Projector screen	No	3 days	\$20.00
Record player turntable	Yes	3 days	\$20.00
Slide projector w/extra carousel	Yes	3 days	\$20.00
Telesensory reader-magnifier	Yes	28 days	\$250.00
Typewriter, portable (in-house use only)	No	1 day	N/A
VHS player	Yes	3 days	\$20.00
VIP Master Lens for crafts and reading	Yes	3 days	\$20.00
Video camera from FF Media Center	No	3 days	\$250.00 Check to FMC
Video tripod from FF Media Center	No	3 days	\$85.00 Check to FMC

Renewal of borrowed equipment

Most equipment can be renewed for one additional loan period, as long as another patron has not reserved the item during that loan period. Exceptions are noted above. Renewals can be accomplished in person or by phone. We cannot accept equipment renewals by email.

Parts inventory

Equipment with multiple loose parts (such as DLP projectors) come with inventory sheets. A Library employee will take inventory at checkout, and again upon return.

Liability

The person who signs the Equipment Loan form is financially responsible for borrowed equipment that becomes damaged, lost, stolen; or that is missing parts when returned.

Tutorials

First-time users of a DLP projector are required to take a brief tutorial prior to checkout. The responsible party who signed the equipment loan form must attend.

Other Services	Description	Fee
Fax transmissions	First page – long distance	\$2.00
Fax transmissions	First page – international (not India)	\$5.00
Fax transmissions	Additional pages	\$1.00 each
Fax transmissions	Local or toll free (800, 888, 877, 866)	\$1.00 total
Fax transmissions	Incoming	\$0.25/page
Copying and printing	Black and white, 8-1/2 x 11"	\$0.10/page
Copying and printing	Black and white, 8-1/2 x 14"	\$0.15/page
Copying and printing	Black and white, 11 x 17"	\$0.25/page
Copying and printing	Color, 8-1/2 x 11"	\$0.40/page
Copying and printing	Color, 8-1/2 x 14"	\$1.00/page
Copying and printing	Color, 11 x 17"	\$1.50/page
Laminating service	8" of blank film goes thru the machine. Charges include that 8" of film, plus the project length.	\$1.00/foot

Revised 11-21-22 Revised 4-3-23