Multimedia Equipment Use Policy

The following multimedia equipment is available in the Matthias M. Hoffman Community Room. (Equipment list will change over time.)

- Video projector (ceiling-mounted, displays image up to 12' diagonal)
- Cables for connecting laptop computer (not supplied)
- Document Camera (opaque projector allowing paper and three-dimensional objects to be displayed through video projector)
- DVD Player (also plays CDs)
- S-VHS VCR (plays both S-VHS & VHS videos)
- Audiocassette Deck
- Computer/Video Switcher (allows components to be routed through video projector and/or public address system)
- Lectern (houses all equipment except for video projector)
- Wireless lavalier microphone
- A laptop computer may be available for check out at the circulation desk, if such is needed to use with the system.

POLICIES:

1. Users of the equipment are required to arrive at the library at least 15 minutes before their meeting starts so that staff may train them on the equipment. Failure to arrive at least 15 minutes beforehand means training may cut into the group's meeting time. At least one designated library staff member will be available for technical assistance (although not present in the room) during the duration of the meeting if meeting is held during regular library hours. Staff will not staff after hours to provide technical assistance unless prior arrangements are made and the person / organization utilizing the room makes payment for the cost of the staff time.

2. Users of the equipment agree to pay any repair or replacement costs of equipment or software damaged by them.

3. Users are expected to abide by U.S. copyright rules and regulations when using the equipment. The Library disclaims any liability or responsibility for copyright infringements caused by video, DVD, CD, or other media presentations. See the Revised Copyright Act of 1976, Title 17 of the U.S. Code Sections 101-810

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