

**Board Motion #**  
**Original Motion : January 13, 2009**

**Date of review: January 13, 2009**  
**Chair's signature** \_\_\_\_\_

Library equipment available for use:

TV/DVD/VCR unit  
Laptop computer with case  
Projector with case  
Portable screen  
Nintendo X-Box gaming unit & 2 wireless controllers  
Rock Band II ( drums, guitar & microphone)  
Electronic Energy Meter  
Headphones

In order to sign out library equipment, the borrower must have a valid ,current Terrace Bay Public Library membership card.

Library staff will insure that the equipment cabinet remains locked at all times. Staff will also insure that the equipment sign out sheet ( see appendix A) is completed when they unlock the cabinet and or sign out equipment. The condition of the equipment will be recorded both, on check out to, and before discharging the equipment from the member's record.

Equipment, with the exception of the energy meter, is to be used within the Community Development Centre. Under certain circumstances, the equipment may be used outside of the Centre. This will be determined by staff on a case by case basis.