

ITEM NUMBER: 8.50  
CHAPTER 8: Facility and  
Equipment  
Management  
CODE: Procedure  
COMPUTER ID: FMEQU-1

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Title:	Equipment/Library Staff Checkout Procedure
Effective Date:	11-24-86
Authorized By:	Library Director
Date of Last Revision:	8-2017

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Equipment can be scheduled for use by staff for in-house or outside programs and for groups in the meeting room.

List of equipment available:

Podium

Screen

Speakerphone

Laptop and projector