

# WINONA PUBLIC LIBRARY MEETING ROOM EQUIPMENT POLICY

The Winona Public Library has a smartboard available in the meeting room. The smartboard has several different capabilities including cable inputs and apps. The following cable inputs are available for connection: Display Port, HDMI, USB, and VGA. Common apps include Internet (Chrome), Microsoft Teams, Screen Share, Whiteboard, WPS Office/OneRead, and Zoom.

The user or organization must verify that they are over 18 and have the knowledge/ability to operate the equipment safely and responsibly as the library staff will not provide training on the equipment. Equipment instructions are provided at the time of use. (See instructions on use.) If there is an issue with the equipment, the user or organization is responsible for notifying staff.

If the Library's equipment is missing parts, or damaged after use, the responsible party will be billed for the replacement cost. The Winona Public Library will not assume any responsibility for any overlooked damages.

Non-library-owned equipment may be used in the meeting room. Staff will not provide technical assistance with this equipment and is not responsible for damage or loss of personal property.

## POLICY AGREEMENT

Organization Name: \_\_\_\_\_

Name : \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

