

NATOMAS CHARTER SCHOOL  
LIBRARY MEDIA CENTER  
Media Equipment Checkout Policy

The Library Media Center provides media equipment to support instructional and administrative programs for all Natomas Charter School personnel.

The goals of this policy are:

- To ensure and maximize equal access to media equipment;
- To ensure responsible care of media equipment; and
- To promote effective communication procedures and systems

**Who Can Check out Media Equipment: Authorized Personnel**

- Teachers
- Administrators
- Other School Staff

**Equipment Available for Checkout: Cart Setup**

- LCD Projector
- Speaker Set
- VGA Cable
- Set of Wires

*\*Individual items may not be checked out from the carts. Each cart is a complete set and must be checked out in its entirety.*

**Other Equipment for Checkout:**

- Projector Screen
- TV with DVD/VCR
- TV with VCR
- Laptop
- Overhead Projector

## **Checkout Procedures**

Media Equipment may be checked out for a two-day period. If you are working on a special project, you may request additional time up to 1 day. **You must complete a Checkout Request Form in person with the Library Media Technician.**

Reservations for equipment must be received at least one day in advance, by phone or in person. **However, we cannot accept requests left on voice mail.**

If you need assistance with equipment setup please schedule an appointment with the Library Media Technician.

## **Return Procedures**

It is expected that all equipment be returned complete and in an organized manner. Please advise the Library Media Technician immediately if equipment is damaged, missing, or is not functioning properly. If you need assistance with the equipment, please contact the Library Media Technician.

Media Equipment must be returned by the person who signed the Checkout Request Form. In order to complete the checkout process, you must meet with the Library Media Technician and sign a Return Log.

If equipment is lost or damaged while in your care, you may be required to order replacements.

The Natomas Charter School Library Media Center Staff and Administrators reserve the right to make revisions to this policy as needed.