

Business Equipment for Loan

Thanks to a Business & Libraries Grant received in 2011 from the Small Business Administration, facilitated by the Illinois State Library, the Crystal Lake Public Library is pleased to be able to offer the items listed in this brochure for loan.

This grant opportunity was conceived to help business owners and those considering starting a business by providing tools to help with their success.

NOTE: SBA's funding should not be construed as an endorsement of any products, opinions, or services. All SBA-funded projects are extended to the public on a nondiscriminatory basis.



Other Items Available as Part of the Business & Libraries Grant:

Software (For Use on Laptop Only):

Two CD-Rom software packages were provided as part of the grant: *Business Plan Pro* and *Sales & Marketing Pro*. These are loaded on the laptop which checks out for 2 weeks (2 renewals are possible)

Books: (Anyone Can Check Out)

A variety of business books were provided as part of the grant. Books check out for 3 weeks (2 renewals are possible).

DVDs: (Anyone Can Check Out)

Several helpful training DVDs were provided as part of the grant: *Workplace Bloodborne Pathogens* (English & Spanish versions); *Workplace Bloodborne Pathogens for Healthcare* (English & Spanish versions); *Safety Orientation* (English & Spanish versions); *Preventing Sexual Harassment for Employees* (English & Spanish versions); *Preventing Sexual Harassment for Managers* (English version); *Preventing Workplace Violence* (English & Spanish versions); *Total Training for Adobe Acrobat 9 Pro Essentials*. These check out for 1 week (2 renewals are possible).

Crystal Lake Public Library

Business Equipment for Loan



Crystal Lake Public Library
Learn • Enjoy • Explore

126 Paddock Street
Crystal Lake, IL 60014
815.459.1687
www.clpl.org





Crystal Lake Public Library
Learn • Enjoy • Explore

Equipment Available

It is recommended that you call ahead before coming in to see if equipment is available. First-time users will need to fill out a brief registration form and review a user agreement before being able to check out equipment.

- Laptop with Microsoft Office Suite software (Hewlett Packard Probook 6555b)
- Digital Projector (BenQ Digital Projector MW512 WXGA)
- Projection Screen (Mustang SC-T6011 – 60 inch)
- Camcorder (Kodak Play Sport Video Camera Model Zx5)
- Headsets with built in microphones (2 available) (Micro Innovations MM750H)
- Tripod (Zeikos Pro Series ZE-TR59B)

NOTE: ***Equipment is available on a first-come, first-served basis for qualified users. Equipment cannot be booked for a particular date. Adult Services staff can place holds on individual items (pick up holds at the Circulation Desk).***

Crystal Lake Public Library

Business Equipment for Loan

For How Long Does Equipment Check Out?

Equipment can be checked out for 2 weeks (2 renewals are possible)

Who Can Borrow the Equipment?

Must be age 18 or older AND one of the following:

- Business owner who lives in the city of Crystal Lake or owns a business in Crystal Lake (including home-based businesses) with a valid Crystal Lake Public Library card
- Crystal Lake Chamber of Commerce member with a valid area public library card
- Crystal Lake Public Library card holder who is thinking about starting a business

Where Do I Get the Equipment?

- Request at the Adult Services Desk
- First time users must register
- Subsequent users must present a library card or ID before receiving equipment
- After receiving equipment from Adult Services staff, check out at the Circulation Desk

How Do I Return Equipment?

- Return equipment inside the Library to the Circulation Desk staff
- Please do not use the book drops

What Do I Need to Check Out?

First time users must register at the Adult Services Desk and meet one of the following conditions:

- Have a valid Crystal Lake Public Library Card AND provide proof of business ownership (business card, business letterhead or other materials identifying your business)
- Have a valid Crystal Lake Public Library Business Card
- Be a member of the Crystal Lake Chamber of Commerce AND have any valid area public library card
- Have a valid Crystal Lake Public Library card AND complete the registration form (for those planning to start a business)
- Patrons need to register each year to continue being eligible to check out the equipment

How Much Are Fines if I Return Equipment Late?

- Fines for equipment are \$5.00 per day per item (maximum of \$100.00 each)

Other

- Please test equipment before using, especially for meetings or events.
- Equipment should be returned in the same condition as when it was loaned out, and in good working order. Borrowers are responsible for fines or fees if materials are lost or damaged.
- The Library is not responsible for any costs incurred while you are using the loaned equipment. The Library does its best to provide you with clean, secure, and fully functional equipment, but cannot be held accountable for unforeseeable equipment failure.
- Please do not save information to the hard drive of the laptop. We recommend that you save information to a flashdrive to protect your own privacy; information left on the laptop may be erased or possibly viewed by others. The Library is not responsible for any information lost if not saved properly.