Chester County Library
Studio Equipment Usage Guidelines

The Chester County Library (CCL) Studio Equipment is available to valid Chester County Library System card holders with library accounts in good standing who have completed the Studio Equipment orientation. To register for the orientation, please visit www.chescolibraries.org or contact the John W. Jacobs Technology Center (JTC) at 610.280.2666.

Reservations are on a first come, first served basis, and patrons may only make one reservation per day. Cancellations should be done at least 24 hours in advance online or by calling the JTC.

Guidelines:
- Studio equipment must be used in the Struble Room only.
- Patrons are responsible to provide their own SD memory card. The JTC does not provide file storage.
- Damage to Studio Equipment is a violation of the Chester County Library Technology Equipment Usage Policy and the Chester County Library System Electronic Resource Guidelines. Damage to Studio Equipment and its peripherals due to negligence may result in suspension of library borrowing privileges.

This project is made possible by a grant from the Institute of Museum and Library Services as administered by the Pennsylvania Department of Education through the Office of Commonwealth Libraries, and the Commonwealth of Pennsylvania, Tom Wolf, Governor.

I, (please print) __________________________ have read and understand the above guidelines. My signature below indicates that I accept all responsibility for any loss or damage to the equipment for which I am granted usage. (For group reservations, one person must sign and be responsible for the Studio Equipment)

__________________________________________
Patron Signature

__________________________________________
Library Card Number

__________________________________________
Valid email account

__________________________________________
Phone number

__________________________
Date
Before Use:

We have inspected the equipment and agree there is no damage for which the patron should be liable.

__________________________________________  ___________________________________________
Patron Signature                              JTC Staff Signature

Library Card Number                             Date

After use:

We have inspected the equipment and agree there is no damage for which the patron should be liable.

__________________________________________  ___________________________________________
Patron Signature                              JTC Staff Signature

Date

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