

## XIV. Equipment Use

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- A. Computer workstations are available to patrons on a first-come, first-served basis. There is no charge for use of the workstations; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. Policy concerning access to the workstations is available at the circulation desk.
- B. Library staff is available for general assistance in using the workstations. However, staff is not expected to train patrons in the use of application programs.
- C. A copy machine is available to patrons who wish to copy or print materials. Both black and white and color printing is available. Fees are assessed on a per page basis.
- D. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.
- E. The library's fax machine will be made available to the general public on a limited basis which includes:
  - 1. Only the library staff will operate the machine for fax purposes.
  - 2. The library accepts no responsibility for missing pages or bad transmissions.
  - 3. Cash or personal checks may be used to pay for outgoing faxes before a fax will be sent.
  - 4. The patron must fill out a fax cover sheet provided by the library.
  - 5. Outgoing faxes will be charged at a rate approved by the Library Board. Charges cover telephone costs, including long distance.
  - 6. The library will not receive incoming faxes for patrons.
- F. Scanning is available at no cost on the copy machine. Scans may be saved to a flash drive or sent to an email address.
- G. A telephone is available for patrons to make phone calls. Patrons are assessed a fee for each use, unless a minor is calling for a ride. The library will not accept incoming calls for patrons.