EQUIPMENT USE POLICY

Adopted April 2013

GENERAL INFORMATION

The Osceola Library multimedia computers, laptops, copy machine and printer, and a fax machine are available for public use.

The library strives to maintain access to all these resources during the library's hours of operation. Short downtimes and problems do occasionally occur, and will be announced ahead of time whenever possible.

Library staff is available to assist patrons with library equipment. Library staff may also be able to offer basic assistance with laptops, phones, e-readers, or other wireless devices or answer software questions. Library staff may additionally direct users to library resources or training classes that can help.

To ensure compliance with this policy, the library reserves the right to monitor use of all library equipment and to set rules as necessary.

Osceola Public Library patrons are required to comply with the library's policies and rules of conduct while using library resources. Patrons violating these rules will be asked to discontinue such activities and/or leave the library. Misuse of library computers may result in loss of computer privileges and/or loss of library privileges.

COMPUTER USE

Library staff is available for general assistance, but may not be able to help with specific computer-related questions.

Computer use information, as well as cardholder information, is confidential.

Guidelines:

- A MORE library card is required for patrons wishing to use a computer. Users must check in and check out with a staff person.
- A guest pass is available upon request.
- Users will be allowed an initial session length of one hour. Users may extend their session for an additional hour if no other patrons are waiting to use a computer. A second session is subject to termination if another patron requests a computer.

- Computers are available on a first-come first-served basis. The library does not take reservations for computer time in advance.
- After session completion, the patron is required to restart their computer. Upon restarting, all files are removed and search history is deleted. The library's wireless network is offered as unsecure wireless network. Users should use wireless accordingly.
- There is a limit of two users per computer station.
- Please use provided headphones if you wish to listen to anything. Also, if you choose to use your own headphone, please have them approved by OPL staff prior to plugging them in.
- Cell phone use and conversations in the public computer area are expected to be kept at a minimum. If a user needs to make a business- related call, the library suggests requesting a laptop and conducting the conversation upstairs.
- Printing is available at the computer workstations. Printing is $.15 per page. Patrons should pay at front desk immediately after print job is completed.

Unacceptable computer use:

- Sending, receiving or displaying text or graphics that violate federal, state or local laws and regulations or that may reasonably be construed by library staff as offensive to the public.
- Mishandling, damaging or tampering with computer equipment, software or settings.
- Violating copyright laws and software licensing agreements.
- Installing or downloading software.
- Circumventing security measures in place.
- Misrepresenting oneself as another user.
- Failing to pay for printing.

LAPTOP USE

The library has laptops available for in-house use.

Guidelines:

- A library card and/or photo id is required to borrow a laptop.
- Users may not leave the library with a laptop. Leaving the library building with an in-house laptop will be considered theft of library property and will be reported to the authorities.
- Do not leave laptop unattended.

- Be careful with library laptop. Keep it safe from liquids and do not drop it.
- Do not attempt to troubleshoot problems with the laptop.
- Immediately report to library staff any loss of, or damage to, a laptop.
- In-house laptops are available for use for up to two hours or less depending on library hours and time of use.
- Laptops may not be reserved and will be obtainable on a first-come, first-served basis.
- Laptop users are expected to comply with acceptable library computer and internet use .

COPY MACHINE

The library provides a self-service photocopier and scanner for patron use.

Guidelines:

- There is a $.15 charge per page for printing. Users are expected to pay at the front desk immediately after print job is completed.
- Patrons must abide by 1976 Copyright law of the United States (Title 17, U.S. Code) Except as permitted by fair use or other copyright exemptions, Osceola Public Library Internet users may not reproduce, display, or distribute copyrighted materials. Responsibility for any consequences or copyright infringement lies with the user. The library disclaims any responsibility resulting from such use.

FAX MACHINE

The library has a fax machine available for patron convenience.

Guidelines:

- The library has a fax machine available for patrons, but we ask that a staff member assist or instruct user in operation of the machine.
- There is charge of $1.50 for the first page and $.10 for each additional page.
- Faxes to international numbers must be paid for with a calling card to cover telephone charges.
- Cover sheets are available upon request.

End of Policy

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