EQUIPMENT USE POLICY

Updated October 2022

GENERAL INFORMATION

The Wilberg Memorial Library multimedia computers, laptops, copy machine and printer, a fax machine, and multiple gaming consoles 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. Wilberg Memorial 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.
- A guest pass is available upon request. A library staff member must log in patrons who wish to use a guest pass.
- 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.
- Computers are available on a first-come first-served basis.
- After session completion, the patron is required to log out of the computer. Upon logging out, all files are removed and search history is deleted by an automated software.
- There is a limit of two users per computer station.
- Please use headphones if you wish to listen to anything. If the user does not have their own headphones a pair can be provided at the circulation desk.
- Cell phone conversations in the public computer area are expected to be kept at a minimum. If a phone call is disrupting other library users the patron may be asked by library staff to continue the call in the hallway.
- Printing is available at the computer workstations. Printing is $.15 per page for black and white and $.25 per page for color. Patrons will pay at the copier payment machine.

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.

LAPTOP USE

The library has laptops available for in-library use for up to two hours or less depending on library hours and time of 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.
- 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/PRINTER MACHINE

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

Guidelines:

- There is a $.15 charge per page for black and white printing, and $.25 per page for color printing. Users are expected to pay at the copy payment machine before the print job can be 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, Wilberg Memorial 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 users in operation of the machine.
- There is a 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.

TEEN AREA GAMING EQUIPMENT

Wilberg Memorial Public Library is happy to offer gaming consoles for patrons to enjoy in the library during library hours.

Guidelines:

- The gaming consoles, games, and controllers are not available for reservation and will be made available on a first-come, first-served basis.
- Consoles, games, and controllers are strictly for in-library use only. Leaving the library building with one of these items will be considered theft of library property and will be reported to the authorities.
- It is expected that patrons treat the gaming equipment and each other with respect at all times while using the game materials.
- Game consoles are to be used for only library staff approved games. Any other use of the equipment to access games, websites, or applications that are unapproved by the staff will result in loss of gaming equipment privileges.
- Patrons are encouraged to request new games or accessories for consideration by library staff.

A copy of the Equipment Use Policy is available upon request