

Equipment Use Policy

- A. Computers are available to patrons on a first-come, first-served basis. Library staff is available for general assistance in using the computer, however, they shall not train patrons in the use of application programs. A printer is available to print from the computers.
- B. A photocopy machine is available to patrons who wish to copy materials. Copy machine users are advised by posted signs that there are legal restrictions on photocopying copyrighted materials.
- C. Outgoing fax services are facilitated by library staff at the upstairs circulation desk.
- D. Copier, Fax and printer fees are set by the library director.

Approved by Library Board July 10, 2003

Revised May 2, 2016