

EQUIPMENT USE POLICY

The library has two computers (PCs) and three laptops for general use by the public. There is no requirement to be a patron, nor is there any charge for the use of the machines. A time limit of 30 minutes is placed on the PC. The laptops have unlimited time restraints unless someone is waiting, in which case the 30 minute limit will also apply to them. Library staff is available for general assistance in using the computer; while staff are not expected to train patrons in the use of the computers or their programs, they will assist as time and expertise permit. Tutorial manuals will be provided when available.

A printer is available. Black and white prints will be charged at the rate of \$.20 per sheet, and color prints will be charged at the rate of \$1.00 per sheet. All fees must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.20 per side of page for black and white copies and \$1.00 per side of page for color copies.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

The Library has faxing capability, both sending and receiving. Faxes will be charged at the following rates:

Domestic Outgoing: \$1.00 per page for the first 5 pages; \$1.00 per every
5 pages thereafter

All Incoming: \$1.00 fee plus \$.20 per page

International Outgoing: \$3.00 per page

Scanned and emailed items will be charged at \$.20 per page.