EQUIPMENT USE POLICY

The library has multiple computers for general use by the public in the adult, children's, young adult, and reading room areas. There is no requirement to be a patron, nor is there any charge for the use of the machines. 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.

Four public printers are available for printing and photocopying. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user. Black and white prints will be charged at the rate of $.25 per sheet, and color prints will be charged at the rate of $.50 per sheet. All fees must be paid for at the conclusion of the session.

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 $.25 per page
International Outgoing:	$3.00 per page

Scanned and emailed items will be charged at $.25 per page.

Two self-checkout stations are available for public use located adjacent to the adult and children's circulation desks. Staff is available to assist, if needed.