

## **Equipment Use Policy**

Computers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of computers. However, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 60 minutes. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

Computer printers are available. Printing costs are \$ .10 per black & white print and \$.20 per color print and must be paid for at the beginning of the session. The first two prints per day per patron are free of charge.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.15 per sheet.

Outgoing fax service is available for \$.50 per page.

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

(This section revised December 2011)