

# RUTH CULVER COMMUNITY LIBRARY LIBRARY POLICY

## COMPUTER USE AND PRINTING POLICY

### I. Overview

- (A) The Ruth Culver Community Library provides computers, internet access, photocopying and printing in fitting with our mission to provide the widest range of educational, informational and recreational materials and services in an accessible, efficient and timely manner.
- (B) Use of the library's electronic resources including computers, internet access, photocopier, printer, and all other electronic resources is governed by the Electronic Resources Acceptable Use Agreement.
- (C) Patrons who misuse the computers or electronic equipment or violate the terms of the Electronic Resources Acceptable Use Agreement may have their privileges revoked, as described within.
- (D) The Library is not responsible for any personal items damaged during use of the library equipment or any items left in the equipment.

### II. Library Computers

- (A) Library computers are available on a first-come, first-served basis.
- (B) Reservations may be made in advance for individuals needing to use a computer at a particular time. Once made, reservations cannot be changed. Individuals missing their scheduled reservation time may use the computers on a drop-in basis, if available.
- (C) Individuals are allowed to use internet computers for up to 2 hours total per day. As access is subject to computer availability, there is no guarantee that an individual will be able to use all or any of this time in a given day. The staff reserves the right to further limit use, if necessary, in order to provide access to as many individuals as possible. Under special circumstances, patrons may request to use the library computers beyond the allotted time.
- (D) Workstations located in the Adult Collection on the lower level are designated for adults and may only be used by individuals 18 years of age or older; any minors using the workstation must be accompanied by a parent or guardian.
- (E) The library staff reserves the right to limit the number of people at a computer workstation.
- (F) Patrons may only use software installed on the library computers; additional software cannot be installed.
- (G) Library staff is available for basic computer assistance. However, library staff are not computer experts and may not be able to assist patrons with specific problems within a given program.
- (H) Patrons are required to use their own media for saving files.
- (I) Copying of copyrighted and license-protected software and other electronic materials is prohibited per Title 17, US Code. Violations of copyright are the responsibility of the user.

### III. Photocopier & Printer Use

- (A) The photocopier and printers are also available for those wishing to print documents. A photocopy machine is available to individuals who wish to copy or scan materials.
- (B) Wireless Printing is available for patrons wishing to print from personal devices and can be done through the library website, PrinterOn app or email.
- (C) Notice of restrictions of copyrighted materials will be posted near the photocopy machine to advise users of these restrictions. Violations of copyright are the responsibility of the user.
- (D) The library will supply only white letter and legal size paper.
- (E) An individual wishing to supply his/her own paper may do so; however, the library is not responsible for any misprints or damage to non-library supplied paper. The library reserves the right to deny use of non-library supplied paper or materials if such use could adversely affect equipment or other users.
- (F) Documents may be sent as a PDF file to the user's email address using the photocopy machine.
- (G) Public fax services are not available. Individuals who wish to send or receive faxes will be referred to local businesses which provide fax services.

### IV. Fee Schedule

- (A) The following fees apply to photocopies and printing. The same rates apply, even if the user wishes to utilize his/her own paper.

Type	Black	Color
Letter (single-sided)	.10	.25
Legal (single-sided)	.10	.25
11 x 17 (single-sided)	.20	.50
Letter (double-sided)	.20	.50
Legal (double-sided)	.20	.50
11 x 17 (double-sided)	.40	1.00

Approved by Library Board

Date: 11/11/2015

Amended/Revised by the Library Board:

10/10/2018

*This policy supersedes and combines the previous Computer Use and Photocopier policies.*