

## Equipment Use Policy

# General Information

The Ticonderoga Black Watch Memorial Library computers, copy machine, printers and scanner are available for public use.

The library strives to provide and maintain access to these resources during the library's hours of operation. Short downtimes and problems do occasionally occur.

Library staff is available to help library patrons and visitors with library equipment. Library staff is available to offer basic assistance with connecting laptops, phones, e-readers or other wireless devices to library networks.

# Use of Equipment in the Library

1. The Library Manager may limit or revoke the use of library equipment, due to inappropriate use, supply costs or maintenance reasons.
2. Public use computers are available for use in the library by any visitor 18 or older, and any minor who has permission from a parent or guardian, subject to the conditions of the Ticonderoga Black Watch Memorial Library's Technology and Internet Use Policy. These conditions may limit time, type of use, number of simultaneous users, etc. in accordance with relevant laws, consideration of others and safety.
3. Computer accessories such as headphones may be checked out for use with a library computer or a personal device being used in the library. Such items must be returned to the circulation desk after use. The borrower is responsible for replacement or repair costs of any accessory that is lost, stolen or damaged before being returned.
4. Photocopier and printers may be used by the public, with assistance from staff as needed. Fee schedule will be available by the copier and at the circulation desk.

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5. Scanning and fax services are available for patrons, but we ask that a staff member assist with these services. Cover sheets for faxes are available upon request.
6. Library telephones are primarily for staff use but may occasionally be used to make essential local (non-fee) calls or other calls approved by staff. Calls should be kept short, civil and quiet, so as not to disturb library users.

Revised by the Board of Trustees

Date

Adopted by the Board of Trustees

12/14/2023