

Middleton Public Library

EQUIPMENT USE POLICY

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I Purpose

- (A) The library provides equipment in order that people may make full use of audiovisual materials available at the Middleton Public Library or through interlibrary loan. Some equipment may be designated for library use only.
- (B) Equipment is also provided to enhance the usefulness of the library's meeting rooms.

II General Borrowing Rules

- (A) Borrowers must be 18 years of age or older. Borrowers under 18 years of age must provide written permission of a parent or guardian.
- (B) Borrowers must present a current Middleton Public Library card or a current card from a member library of the South Central Library System each time they pick up equipment.
- (C) Borrowers must sign an agreement accepting responsibility for the equipment and for its timely return. In addition to a library card, the borrower must have one additional piece of identification which shows his or her signature and address.
- (D) Equipment may be booked either by phone or in person for no more than sixty (60) days in advance. It may be booked either by phone or in person and must be checked out by the person in whose name the reservation was made or by a designated second party who presents the responsible person's library card.
- (E) Equipment will be held for one hour past the scheduled pickup time. At that time, it may be checked out to another borrower upon request. A borrower may request a change from the original pickup time, but the original return time may not be changed.
- (F) Borrowers must return equipment by the date and hour specified at the time of checkout. The second time a borrower is more than one hour late in returning equipment, his/her equipment borrowing privileges will be suspended subject to review by the Library Director.
- (G) The maximum loan period for equipment is 48 hours. Equipment checked out on Friday or over holidays, however, may be returned the following week on the first day the library reopens and is due no later than the same hour it would have been due at 48 hours. No loan will be scheduled closer than one hour to the previous loan.
- (H) Equipment may not be renewed and must be returned to the library before being checked out by another person. Once returned, equipment may not be checked out by the same person for at least 24 hours.
- (I) Equipment in the listening unit area of the library's audiovisual section is available on a walk-in basis. No bookings are accepted.
- (J) It is the responsibility of individuals booking a meeting room to make their own arrangements for booking and operating equipment. The library does not provide personnel to operate audiovisual equipment.

III **Photocopy Machine**

- (A) The primary purpose of providing a copy machine in the library is to allow people to reproduce library materials electronically in order to allow a convenient way to use materials that would otherwise have to remain in the library.
- (B) Photocopy users are advised that there are restrictions on copyrighted materials which permit, in general, no more than one copy of a page for personal use. Violations of copyright are the responsibility of the photocopy user.
- (C) The photocopy machine is self-service. Directions on how to make copies are posted on the cover of the machine. Staff will refill paper in paper trays.
- (D) The library is not a print shop. The photocopy machine provided for public use is not to be considered a means for securing perfect copies for use in resumes, legal papers, or business correspondence. Only paper supplied in the photocopy machine may be used for making copies.
- (E) Refunds will be provided only in the event of machine malfunction.

IV **Fax Machine**

- (A) The primary purpose of the fax machine is to facilitate access to information as it relates to the library's philosophy of reference service. Additionally, the fax machine can serve to reduce document delivery time, improve the sharing of resources among libraries and other information-providing agencies, and enhance reference service at the library.
- (B) The fax machine is for library use only and is not available for direct use by the public. Individuals who wish to send or receive personal materials will be referred to local businesses providing such a service.
- (C) All fax transmissions sent from the library must include a cover sheet providing the library's name, fax number, telephone number, name of the staff member initiating the request, and a complete description of the information or material requested. Time deadlines must be clearly stated.
- (D) The level of staffing at the library requires that certain limits to this service be set in place. For that reason, no more than five (5) pages will be provided to one person per day. In addition, the library cannot guarantee that any request will be handled on an immediate basis.
- (E) The goal is to respond to all requests prior to the close of business on the day following the receipt of the request. Requests received on a Saturday will be handled prior to the close of business on the following Monday.

V **Fee for Use/Equipment Maintenance**

- (A) The library attempts to maintain all of its equipment in good working order and therefore appreciates reports of malfunctions.
- (B) The library is not responsible for any items damaged while using library equipment.

Adopted April 14, 1992
Amended June 14, 1994
Amended July 8, 1997