

ROXBURY PUBLIC LIBRARY

Policy Regarding Use of In-House Equipment

Page 1 of 2

In order to provide the patrons of Roxbury Public Library with diverse services, the Library strives to provide access to automated and computerized technologies. The Library provides access to the following technologies and specifies the following general rules of operation:

Patron Access Computers

- Computer users must be age 8 and older unless accompanied by an adult
- Users of the children's homework computers must be from the ages of 8 through 17
- Users of the preschool computers must be under the age of 8, and must be accompanied and supervised by an adult
- Teen computer users must be from the ages of 12 through 17
- A maximum of two people is permitted at a computer at any given time
- Users are liable for damage to Library-owned hardware and software; abuse of computer hardware and/or Library-owned software is cause for loss of privileges
- Use of the patron access computers is free
- Use of the printers will be charged on a per-page basis
- Copyrighted materials may not be copied; patrons copying any Library-owned software or copyrighted materials may be subject to legal action
- A scanner is available on two computers in the Adult Services department
- Library computers are equipped with software selected to meet the general and informational needs of the public; patrons are not permitted to install software on Library computers

Microfilm/Microfiche Readers and Reader/Printers

- The Library provides equipment for reading microforms; the Library owns microforms of magazines, newspapers and some historical documents of local interest
- A fee will be assessed for printing on this equipment

Online Catalog

- The Library is a member of the Morris Automated Information Network (MAIN), which provides access to subscription databases and the online catalog
- The Roxbury Public Library does not maintain the MAIN system; consequently, the Library is not responsible for errors in the MAIN database, nor can it control downtime

Audio-Visual Equipment

- The Library makes the following equipment available for in-house use by groups using the Meeting Room:
 - DVD player
 - TV monitor
 - LCD projector
 - cassette tape recorder
 - two microphones with cables and stands
 - a mixer with two speakers and overhead projector

Groups wishing to use this equipment must request it on their application to use the Meeting Room. The group is responsible for the safety of the equipment. Any malfunction should be reported to the building supervisor at once.

Adopted 1/92

Amended 9/19/2012

Amended 8/28/2013

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Page 2 of 2

- Township departments are able to reserve this equipment to be used in other Township locations; the sign-up book is kept at the Reference Desk

Electronic Typewriter

- The Library makes available an electronic typewriter for in-house patron use

Copy Machines

- Copy machines are available for unsupervised use by the public
- Board members and staff do not choose or advise the public on materials to be copied