

Equipment Use Policy—Hawarden Public Library

A typewriter, photocopy machine and microfilm reader/printer are available for patron use. A fee is charged for each photocopy and microfilm reader/printer copy.

A fax machine is available, but will be operated by library staff members only. A per-page fee is charged for all incoming and outgoing fax copies. The cost of the fax is \$1.00 per page. The library's fax number is 712-551-1720.

Two literacy center computers are available for preschoolers through fourth graders to use in the library. Printing is NOT connected to these centers. These are available on first come, first served basis with a 30 minute time limit.

A projector that can connect to a computer is available to be used in house by those in need of such a piece of equipment for a program. There is no charge for the use of this projector. The individual or group using the equipment must sign a user card.

Computers and a printer are available in the library. The cost for printing is \$1.00 per page for any color. If the printing is in black and white, the cost is 25 cents per page.

The library is a WI-FI hot spot. The library assumes no responsibility to any harm or damage to an individual's computer through use of the WI-FI furnished by the library.

Internet access computer equipment is available in the adult and children's department. These computers and printer are available for patron use under the following conditions:

- Patrons may reserve times on certain computers for computer use. Reserved time on the Internet access equipment is limited to two (2) hours per day in one- (1) hour segments.
- To use Internet access equipment, patrons under the age of eighteen (18) must have a signed parental permission. All other patrons must have a library card as well as a signed internet agreement on file. Plus, all patron cards must be free of fines or lost material charges.
- Patrons may not use or install their own computer programs on library computers. Material must be saved only to a patron's own data drive or stick . Any material saved on a hard drive will be deleted.
- E-mail is not available to patrons using the library's address.
- Misuse of library equipment will result in loss of equipment privileges at the discretion of the library staff.
- See the library's internet policy for more information.

Reviewed 7/27/2015