

ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

Equipment and Furnishings Use Policy

The library provides various kinds of equipment for public use, including, but not limited to, computers; laptop computers; projectors; e-readers; and other technologies as they emerge. The library also offers comfortable furnishings so that the public may enjoy use of the library.

Patrons are expected to use library equipment and furnishings in an appropriate and careful manner. The Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Patrons may also be banned for breaking, staining, or otherwise damaging library furnishings and equipment. Use of equipment that may be checked out is limited to patrons in good standing, *i.e.*, all fines have been paid, all overdue materials have been returned, any lost materials have been paid for, and the patron has a current local library card.

The library may also establish age limits for use of equipment, whether in-house or outside the library, advance registration requirements, and specific service desks at which equipment may be checked out and to which equipment may be returned. Under any and all circumstances, any person under the age of twelve (12) must be accompanied by a parent or guardian while using library computers or other equipment.

Copyright laws forbid duplication of copyrighted software, including library-provided software. The library may restrict the use of personal software on library computers.

Patrons who destroy, break, or severely damage library equipment and/or furnishings may be required to pay the full cost of replacement or repair.

Adopted by the Alpha Park Public Library Board of Trustees, October 17, 2011.

Revised and adopted as amended by the Alpha Park Public Library Board of Trustees, December 15, 2014.

Revised and adopted as amended by the Alpha Park Public Library Board of Trustees, April 17, 2017.