

Rusk County Community Library -- Board Policies

Equipment Use Policy

Computers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of the computers, however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is thirty minutes to one hour. Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer is available. Printer paper will cost \$.15 per sheet and must be paid for at the time of printing. Printing is done at the photocopier, which requires money before printing.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.15 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

The Library staff is not responsible for providing detailed instruction on specific personal devices such as e-book readers, digital cameras, or mobile devices. Patrons are responsible for familiarizing themselves with downloading e-books and audio books from the online catalog. Library staff can only help patrons with library-provided technology.