

Equipment Policy

A. Copy/Fax Machine

The copy/fax machine is to be operated by library staff. Materials copied for a library program may have the fee waived at the discretion of the Director.

B. All library staff are entitled to the following free privileges: use of the copy/fax machine, computer, and telephone. Use of these items should be reasonable and limited.

C. As a general rule, presentation equipment (projector, etc.) and furniture are to be used only on the library premises. Special considerations to community non-profit organizations may be made by the Director.

D. Portable Technology Devices

Portable electronic technology devices such as laptops and tablets can be loaned to patrons age 18 years and older whose library account is in good standing. These devices will be loaned at the discretion of the Library and will be available on a first come-first served basis and cannot be reserved in advance.

Patrons who borrow devices agree to abide by the Library's Internet Use and Patron Behavior policies, as well as the following rules:

- They will not alter or install any software or hardware settings or configurations on the device, nor damage software, hardware, or network services accessible through the device.
- They will not hold the Library responsible for any damage or loss of data or media due to any cause while using the device.
- They understand that the wireless network is public and that they should take appropriate caution with personal information while using library computer devices.
- Any use of the device for illegal purposes, unauthorized copying of copyright-protected materials in any format, or transmission of threatening, harassing, defamatory or obscene material is strictly prohibited.

GALWAY PUBLIC LIBRARY POLICIES AND PROCEDURES

At checkout, staff will inform borrowers of the maximum replacement cost for devices and provide instruction on how to use the device. The borrower will be responsible for any loss or damage and will be liable for an amount up to the full replacement cost if the equipment is damaged, lost, or stolen. Fees will be based on a reasonable assessment of the cost of replacement or repair of the equipment.

Adopted by the Galway Public Library Board on 2/15/23.