

# Oakfield Public Library Equipment Use Policy

The Oakfield Public Library offers the following equipment for use by library patrons:

## **Library equipment**

Copy machine  
B&W copies \$.10

Printers  
Color prints \$.50  
B&W prints \$.10

Desktop computers

## **Library equipment available for loan**

Projector -- Portable projection screen  
May be used by groups at the discretion of library personnel

Laptop – NetBook – iPad -- Scanner  
Must be used in the library or on library grounds at the discretion of library personnel.

Kindle -- Nook  
Available for checkout for 21 days

Merlin Magnifier  
Maybe be borrowed for personal home use for an indefinite period of time by those with a low vision disability

Devices are available on a first come first served basis. The library may impose restrictions, such as time limits or types of use.

Users may be required to provide a valid library card and must fill out and sign a permission form before equipment will be released to them. Forms will be kept on file until the policy is revised.

Equipment will be inspected and inventoried after each use and is assumed to be in good working condition at the time of use or checkout. The cost of any repairs or replacements due to mishandling, or loss of equipment while checked out must be assumed by the borrower who has signed the Library Equipment Borrowing Agreement.

A replacement fee will be assessed to the borrower for any equipment or accessories damaged beyond repair, lost, or stolen, or if repairs will cost more than the purchase of a suitable new, equivalent item.

All borrowers will agree to abide by the library policy and procedures for use of library equipment, or will forfeit future borrowing privileges.

*Approved by the Oakfield Library Board - October 14, 2015*

