Baldwin City Library Date: 10.18/2018

Baldwin City, KS

SUBJECT: **FAX SERVICES AND INSTRUCTIONS**

1. **GENERAL**
	1. A FAX machine is available at the Baldwin City Public Library during

regular library hours. The machine is to be operated by the library personnel to send and receive FAX material as requested of them by patrons.

* 1. All Faxed material is to be treated in a confidential manner.
	2. The patron is to ask at the desk for service.
	3. If a FAX is to be sent, the librarian will send the FAX to the name and number supplied with the material to be faxed.
	4. If a FAX is to be received, the patron must provide the sender with the Baldwin City Library phone number (1-785-594-3411) and instruct the sender to indicate the FAX recipient’s name and phone number on the cover sheet.
	5. If a FAX is to be received, the patron must notify the librarian when the FAX is to be expected. The librarian will collect the fee specified below when the FAX is picked up.
	6. A received FAX will only be held for 5 days, then it will be shredded and discarded.
	7. The librarian will collect the fee specified below at the time of service. A fee will be put in the cash box by the librarian. The source and amount of the fee will be recorded on the circulation pad.
1. **COSTS OF SENDING/RECEIVING**
	1. Charges to send within the lower 48 states are:

$1.00 for the first page, $1.00 for each additional page including the cover page.

(NO charge for 800 numbers)

$ .50 each for pages 10 and up

* 1. Charges to send overseas are:

 $6.00 per page

* 1. Charges to receive are:

 $ 10.00 per page.

**CUS – 4**

Baldwin City Library Date 10/18/2016

Baldwin City, KS

SUBJECT: **MULTIMEDIA PROJECTOR, SCREEN AND MICROPHONE**

1. GENERAL

The Baldwin City Library has a ceiling mounted multimedia projector available to patrons for projecting DVDs, Blu-Ray DVDs, and/or laptop presentations from websites or programs such as Microsoft PowerPoint. The projector is located on the ceiling of the Activity Room and the availability of the projector will be dependent on the availability of the Activity Room.

If the use of the projector is scheduled for a time when the library normally is closed, a deposit of $250.00 will be collected for the key to the equipment cabinet. This deposit will be refunded after all cabinet components are accounted for. After usage, all keys (library and equipment cabinet) will be returned in the provided envelope in the book drop.

If beginning and ending usage of the unit occur within normal library hours, no deposit will be required. However, if a cabinet component is found to be missing after use, the patron will be charged for replacing this item.

The cost for any missing or damaged items will be the current replacement cost.

1. PROCEDURE
	1. Patrons over 18 years of age
	2. Have current library card to obtain keys
	3. Schedule the Activity Room
2. INSTRUCTIONS FOR USING PROJECTOR/SCREEN
	1. In the northeast corner of the Activity Room, unlock the upper right set of doors.
	2. Turn on Master button.
	3. In the southeast corner of the Activity Room, press the PRJ/TV power button (lower left button) on the Master Panel. The screen will lower.
	4. For computer/electrical power, press WALL button.
	5. To use the DVD player, return to the cabinets. Using the black SONY remote, power on the DVD player, push the open/eject button, insert DVD, push open/eject button again. (If the remote is not available or its batteries are dead, one may have to get a stepstool to use the buttons located on the front edge of the player.)
	6. Pointing the remote at the DVD player, click to start the movie. There is a volume control on the cabinet shelves, as well as on the Master Panel.
	7. When movie is finished, retrieve the DVD and power off the unit.

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**Directions to play movies on the big screen in the activity room:** Created 4/17

**To start the movie:**

* Open both doors of the top right cabinet in the activity room.
* Turn on Master switch (marked “Master”); give everything a moment to connect.
* Turn on DVD/BLU-Ray player with SONY DVD re (point remote at DVD player, not television). Open DVD tray and insert disk, close tray.
* Walk to door by kitchen (south EXIT sigh) to work with control panel on wall.
* Press “PRJ/TV Power” and “DVD” buttons until they light up. Press “PRJ/TV Power” button to lower screen and turn on projector. (If ceiling projector does not turn on, use white remote in cabinet to power it up. Point remote at projector while using.)
* Go back to cabinet.
* Press “play” on SONY DVD/Blu-Ray remote. (If play button does not work, press the big plus + button in the middle of the remote.) Your movie should show up on the TV screen and the large screen.
* Turn off TV using either the button on the TV remote or the power button on the side of the TV on the wall. Your movie should continue to play on the projector/big screen.

**Troubleshooting Sound Problems:**

* If you can’t hear anything after you’ve turned off the TV, go back to control panel by kitchen and turn that volume dial to the right until you can hear the sound. You can also adjust the “DVD volume” knob beneath the “Master” switch in the cabinet, if necessary.
* If you still can’t hear anything, check that the Amplifier Volume knob (third knob from the left on the unit on the second shelf in the cabinet) is turned all the way to the right.
* If you still can’t hear anything, use the volume control on the white projector remote.

 Continued on page 2

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 Continued : Movie directions, p. 2

**When the movie is completed**

* Press stop on SONY/DVD/Blu-Ray remote.
* Press open/close button on SONY DVD/Blu-Ray remote. Remove disk and close tray.
* Turn off DVD/Blu-Ray player using power button on SONY/Blu-Ray remote.
* Walk down to control panel and press PRJ/TV Power button. This should make the screen retract and turn off the projector. If the projector does not turn off, use the white projector remote in the cabinet. Point it at the projector and press the power button. Be sure the projector turns off and the screen is up. (The DVD button remains lit and will go off eventually.)
* Go back to cabinet and turn off Master switch.
* Be sure all three remotes (TV, DVD/Blue-Ray and Projector) are in the cabinet.
* Close the cabinet and lock the door.

**CUS - 6**

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SUBJECT: **MULTIMEDIA PROJECTOR, SCREEN and MICROPHONE**

* 1. (The fan on the projector may continue to run until the unit is sufficiently cooled.)
	2. Turn off the Master button and relock the cabinet.
1. INSTRUCTIONS FOR USING ELMO
	1. In the northeast corner of the Activity Room, unlock the lower right set of doors.
	2. Unlock the upper right set of doors and turn on the Master button.
	3. If all arrangements for the use of ELMO have been made, there will be an equipment cart waiting outside of the cabinet. Place the ELMO on the cart.
	4. There is a plastic bag of cords. Attach the blue cables on the ELMO port to the media box on the west wall.
	5. Attach the black cable to the power port (left side) and plug into the wall socket.
	6. In the southeast corner of the Activity Room, press the PRJ/TV power button (lower left button) on the Master Panel. The screen will lower.
	7. Push the power button on the ELMO.
	8. When finished, power off the unit and return ELMO to the cabinet.
	9. On the master panel, press the PRJ/TV BUTTON TO CLOSE THE SCREEN AND TURN OFF THE PROJECTOR. (The fan on the projector may continue to run until the unit is sufficiently cooled.) Turn off the Master button and reock the cabinet.
2. Other equipment available for use in the Activity Room
	1. Slide projector
	2. Overhead projector
	3. Tape recorder
	4. Handheld microphone
	5. HDMI cable for computer use

**CUS – 6**