

9.18 Use of Equipment (Audio Visual and Office Equipment)

1. The Tonganoxie Public Library will permit patrons to use the Microfilm Reader, iPads, desktops, copiers, and laptops in-house. The user must receive instructions from the librarian before first time use. The individual or organization will be responsible for any damage or loss of equipment occurring while being used if damage stems from misuse or neglect.
2. Copyrighted materials may not be copied or otherwise reproduced without permission of the copyright holder unless the proposed use falls within the definition of "fair use." (United States Code, title 17, Section 107)
3. The copier is available for public use at a cost to help offset the cost of paper and toner. Assistance will be offered by staff if the patron has not used the copier before.
4. Copies printed from the Microfilm Reader are available at a cost.
5. Copies printed from any of the Public Access computers will incur a charge, including mistakes.
6. The Tonganoxie Public Library provides a fax service to the public. Library staff will operate fax equipment; customers are not allowed to fax their documents. Library customers must provide a loose-leaf copy of the document to be faxed. There will be a cost for this service. The library does not offer international faxing.

The library will also receive documents via fax for library customers. It is assumed that the individual is expecting the fax and will come to the library to pick it up. If the incoming fax has a phone number on it for contact, library staff will attempt to notify the customer. No attempt will be made by library staff to contact the recipient if there is no phone number. Fax messages will be kept at the library one week (seven days from the date on the received fax document). Charges for receiving faxes will be payable upon pick up.

Those customers wishing to use this service must understand that library services are the library's first priority and that public library customers and their library needs come first. Faxing will be done as soon as possible.

The Tonganoxie Public Library and staff are not responsible for wrong numbers, lost receipts, and lost transmittals.

9.19 Information Access and Internet Safety

In an effort to be responsive to its mission for excellent service, the Library staff and Board are committed to address and meet the information needs of the people we serve. The library strives to meet the expressed needs and preferences of its patrons by providing the greatest possible information access within the means of the Library and within the limitations of policy and law.

Free wireless Internet access is provided to the citizens of Tonganoxie at the Tonganoxie Public Library. As a "hot spot", patrons may connect to the internet with a wireless laptop, PDA, or other portable device within the library. The Tonganoxie Public Library is under no obligation to monitor library workstation usage except to