

## **EQUIPMENT USE POLICY**

City-owned equipment not available for public use includes but is not limited to: fax machine, telephone, overhead projector, video equipment, staff computers and staff typewriters. As City property, they will be loaned only to other City departments for City business or to the County Library but only at the discretion of the Library Director or individual left in charge of the Library in the Director's absence. Any other use is not permitted.

Multimedia equipment is an exception to this policy in that this equipment is for the convenience of the public. While the patrons are encouraged to make use of the computers and play-back units designated for public use, the equipment is still restricted to use within the library, and is not available for checkout.

The policy is designed to protect audio-visual and other equipment so that it will be available for its intended function of providing programs to the library patrons and to help staff perform their assigned duties. This policy is to insure that the equipment will be used in the manner it was originally intended at its purchase.

The Library Director may purchase equipment specifically designated and designed for off-site use by the public. Any restrictions, regulations, deposits, or procedures governing the use of the equipment by the public will be posted in the Library Procedures Manual and at the circulation desk.