

POLICY TITLE: Fees for Equipment Use

ADOPTION/LAST REVISION: Adopted 8-8-89, Reviewed 2-8-94

The library owns, rents or leases a variety of equipment that supports the access to information or provides a convenience to our patrons to make their own personal copies. Though the library is dedicated to providing access to materials at no cost, it does differentiate between equipment which makes material accessible and equipment used for producing personal copies. It is the policy of this governing body to charge fees for the use of equipment that regularly consumes supplies and provides users with a personal copy.

Equipment that is used only to access information does not normally have a fee for use attached. Use of library microfilm and microfiche readers, record players, film projectors, public access microcomputers, and cassette players, etc. can be used with no charge. They are distinguished in that they provide the equipment to access the particular medium.

Equipment that requires purchase of ongoing supplies, may have a fee attached for their usage. Such equipment would be for producing copies or for equipment for public use that is ephemeral to accessing information (such as electric typewriters). Such equipment is distinguished in that it provides the patron with a personal copy.

The fees are used to pay the library costs for supplies and maintenance of the equipment. Fees for equipment usage are recommended by the Director and set by the Library Board of Trustees.