

Columbus Public Library

EQUIPMENT USE POLICY

Equipment use is for all SCLS member library card holders. Users from outside SCLS and non-card holders can use their driver's license or home library card to sign up to use the equipment. Users and or their parent or guardian assume responsibility for the equipment while it is in their care.

The library is not responsible for injuries or damages to personal property of individuals resulting from the use of this equipment.

Priority is given to library staff for use of the equipment for library programs, continuing education or presentations.

Equipment must be returned in the same condition with all accessories, if any. Cost to replace or repair the equipment due to loss or damage and for any missing accessories will be charged to the patron. Malfunctions should be reported to immediately to the Library Assistant on duty.

There is no charge for use of the equipment unless otherwise noted in the policy.

Failure to abide by this policy may be cause for denial for future use of the equipment.

Electronics and Wireless Access (see Internet Acceptable Use Policy)

Laptop Computer

The laptops shall have barcodes and shall be checked out by using library card. Fines must be under \$10.00.

The laptop computer is for in-house use only for the purpose of proctored or unproctored on-line exams, webinars, job applications, parental use in Children's Department, for literacy tutor use or general uses that might exceed one hour.