

### **XIII. Equipment Use Policy**

A microcomputer is available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of the microcomputer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 15 minutes.

Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer is available. Printer paper will cost \$ .10 per sheet and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$ .20 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.