Equipment Policies and Procedures

Gordon City Library

2025

The Gordon City Library provides the equipment listed below for public access. This equipment cannot be checked out of the library.

I. Computers

A. Computer equipment is available for all qualified users. Members of the public are not required to have a library card to use the library equipment, but cardholding patrons may not have overdue materials or outstanding charges on their account.

1. Children must have a basic knowledge of the use of computers and be in at least third grade. Library staff can assist the child with starting a program and demonstrating the basic function of it, but it is not responsibility to tutor the child or spend excessive time assisting them.

a) Children are requested not to seek help from other computer users in the room.

b) Children who have not had instruction in computers must be accompanied by a parent or older child who can help them.

2. Library staff is able to show the users the basic operation of the machines, but cannot give extensive instruction. A maximum of five minutes staff time is considered reasonable. Patrons may request more in-depth instruction time from the librarian at a prearranged time.

3. There is no charge for the use of the computers or Wi-Fi; however, there is a charge for use of printer, copier scanner, and fax functions.

4. At no time is a user to tamper with machines. Any malfunction of a machines is to be reported to the librarian. Computers will be locked with SmartShield or similar technology to prevent users from saving files or personal passwords or installing unauthorized software.

5. Users may not save personal files to the public computers. Users may email files to themselves or save them to a flash drive. If the user does not have a flash drive, one may be purchased at the front desk (current cost for a drive is $5.00).

6. No more than two people may be at a station at a time.

7. Library software cannot be copied for use outside the library. Library software cannot be checked out.

8. Reserve scheduling is available for computer users. Computers are available during regular library hours.

9. The library is not responsible for personal disks or lost data.

10. The library staff reserves the right to restrict patron use of the computers. The use of the computers may be denied for failure to return materials or to pay fines, destruction of library property, or any objectionable disturbance.

11. Computer users are asked to sign in

a) Users may be asked to sign a user agreement related to COVID-19 or other circumstances

II. Printer

A. The public may connect to the free Wi-Fi to print from personal devices.

B. The cost of printing shall be posted by the computers.

1. Current costs are as follows:

Print/copy:	$0.10/page black and white, $0.15 for double sided
Print/copy:	$0.25/page color, $0.30 for double sided
Fax:	$1.00/page, to send or receive
Scan:	$2.00 flat rate

III. Copier/Fax/Scanner

A. The librarian operates the machine.

1. Current costs are as follows:

Print/copy:	$0.10/page black and white, $0.15 for double sided
Print/copy:	$0.25/page color, $0.30 for double sided
Fax:	$1.00/page, to send or receive
Scan:	$2.00 flat rate

B. Librarians shall comply with laws and regulations regarding copyright of print materials. Guidelines for making single copies follow. Multiple copies are made as indicated in the library's copyright file.

C. Copies must be used as stated in the "Fair Use" provisions of Section 107 Title 17, U.S. Code, Copyright Law. "Fair Use" includes use for criticism, comment, news reporting, teaching, scholarship, and research.

1. Copies from a book or story must not exceed 2500 words.

2. Copies from a periodical must not exceed 2500 words.

3. Copies from a poem must not exceed 250 words.

4. Copies from an excerpt from a book or thesis must not exceed 1000 words.

5. A work may be copied in its entirety if it is in the public domain. Consult information in the library's copyright file for more about materials in the public domain.

6. Caution is advised when copying sheet music. Copyright dates on the materials must be carefully noted and observed.

D. The following warning of copyright restriction is to be prominently displayed near the copier:

"The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material."

E. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

F. This institution reserves the right to refuse to accept a copying order, if in its judgment, fulfillment of the order would involve violation of copyright law.

IV. Typewriter

A. There is no charge for using the typewriter.

B. Users may purchase paper at $0.10/sheet if needed.

V. Wireless access (Wi-Fi)

A. The Library offers free wireless access (Wi-Fi) for patrons to use with their own personal notebooks, laptops, and other mobile devices.

B. Members of the public are not required to have a library card to use the Wi-Fi, but cardholding patrons may not have overdue materials or outstanding charges on their account.

C. The wireless network will be password protected.

D. Access points are unsecured. The Library will not be responsible for sensitive or personal information transmitted or compromised while using any wireless connection or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.

E. Wi-Fi is accessible only during normal library hours. A customer's use of this service is also governed by the Library's Internet Policy.

F. Library staff may be able to provide general information connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.

G. All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

Approved August 12, 2025
by the Gordon City Library Board of Trustees