

Library Equipment Policy



Purpose

The Leach Public Library has several pieces of equipment and technology available for in-library use by library patrons and the general public. This policy covers only non-circulating equipment; public computers, and circulating technology and devices are covered by separate policies.

Public Telephone Use

The Leach Public Library provides a telephone, to make local calls only, for free public use. This phone is located in the lower level hallway. Incoming and returned calls made to this phone are not guaranteed to be answered, and messages will not be taken.

Library telephones may be used in emergency situations only, at the discretion of library staff. Emergency calls will be limited to ten (10) minutes or less.

Copier/Printer/Scanner/Fax Machine Use

The library provides public access to a combination copier/printer/scanner/fax machine. Patrons may ask for assistance, as needed. The library is not responsible for misuse of the machine or any damage caused to original documents by the machine.

The Library charges for copies, prints, and faxes on the following fee schedule:

- Single-sided black and white prints/copies: \$0.15 per page; double-side black and white prints/copies: \$0.20 per full sheet of paper
- Half-page color prints/copies: \$0.20 per page; full-page color prints/copies: \$0.40 per page
- Sending a fax: \$1.00 for the first page, and \$0.50 for each additional page
- Receiving a fax: \$0.50 per page.
- Scanning: no charge

Patrons will be charged for all prints; any exceptions will be made at the discretion of the library director. Patrons may not use their own paper unless approved by library staff.

Warning Concerning Copyright Restrictions

The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies and other reproductions of copyrighted materials.

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 a 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,” the user may be liable for copyright infringement.

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

3D Printer Use

In the interest of offering the community access to new and emerging technologies, the Leach Public Library provides 3D printing as a staff-mediated service. 3D printing is available to the public regardless of patron status, and must be done under the supervision and approval of library staff. 3D printing will be done on a first come/first serve basis. Prints over four (4) hours will be subject to staff approval and printer availability. The library reserves the right to refuse any 3D print.

The library’s 3D printer may only be used for lawful purposes. Users will not be permitted to use the library’s 3D printer to create items that are

- Prohibited by local, state, or federal law
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others
- Obscene or otherwise inappropriate for the library environment
- In violation of another’s intellectual property rights. The printer will not be used to reproduce items that are subject to copyright, patent or trademark protection.

Cost of a finished 3D print is based on filament type and weight. Library staff will only be able to provide an estimated cost before printing; final charges will be based on the completed weight. All completed prints must be paid for at the time of pick-up. No refunds will be given for completed 3D prints. If the estimated project cost is \$15.00 or more, 50% of the estimated project cost must be paid prior to printing.

3D printing charges are based on the following fee schedule:

- PLA/HIPS: \$3.00 minimum, up to one (1) ounce. \$2.00 for each additional ounce
- ABS: \$5.00 minimum, up to one (1) ounce. \$3.00 for each additional ounce

Adopted March 24, 2022

Copy/Fax/Scan/Print Machine Policy originally adopted March 2009

3D Printer Policy originally adopted June 2015