

## **RACINE PUBLIC LIBRARY**

### **Rules and Regulations Governing Use of Library Equipment**

#### **Equipment for use inside the building**

##### **3D Printers**

###### Design Creation

- Any 3D drafting software may be used to create a design as long as the file can be saved in .stl file format.
- The Library provides access to computers with access to basic CAD websites
- Digital designs are also available from various file-sharing databases such as Thingiverse.com, etc.

###### Training

- Only designated Library staff will have hands-on access to the 3D printer.
- Education, assistance and supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement, of any unapparent or inappropriate final use of the 3D product, and the Library specifically disclaims any knowledge thereof.
- The Library will provide demonstrations to assist with training

###### General

- The Library reserves the right to refuse any 3D print request.
- Items printed from Library 3D printers should be picked up immediately after printing. Objects not picked up within 7 days will become property of the Library.
- Items must be picked up by the individual who printed them, unless otherwise authorized.
- Printed objects will be photographed and displayed on the library's Facebook Page and Website.
- The Library limits prints to no more than 2 hours of print time. Print jobs that are more than the two hour mark will be shrunk down inside to the 2 hour time limit.
- The Library cannot guaranty the quality of finished product or that it will reflect the initial design or file presented.

##### **Laptops**

Laptops with wireless network are available to be checked out at the Racine Public Library Adult Services Desk for use in the library. The following rules and regulations govern the circulation of the laptops and should be read and thoroughly understood prior to checking out a laptop.

- The Library checks out only the laptops and power cords. Limited numbers of mice and/or DVD drives will be available for check out. Earbuds, headphones, external keyboards, external hard

drives, or any other external devices will not be provided; however, ear buds and flash drives may be purchased at the Circulation Desk or the Adult Services Desk. Patrons may use any personal device that uses a USB/flash drive connection.

- Laptops may be checked out by patrons 14 years or older with a valid Racine Public Library card. The library card must be in good standing (no lost charges over \$5.00.)
- Laptops may be checked out for in-library use only. Laptops that are removed from the building will be considered stolen.
- Laptops are not to be left unattended and may not be brought into the restrooms, rather, they should be brought to the Adult Services Desk for safekeeping. Laptops must be returned to the Adult Services Desk prior to leaving the building. A staff member who finds an unattended laptop will return it to the Adult Services Desk and the borrower may lose laptop privileges.
- Only one laptop may be checked out per card. Parents and guardians may not check out a laptop for the use by a minor child under the age of 14.
- Laptops will be checked out on a first come, first served basis for a maximum period of three hours a day with the following exceptions:
  - a. Laptops must be returned no later than 15 minutes before the library closes. Specifically, laptops must be returned no later than 7:45 p.m. Monday – Thursday and no later than 3:45 p.m. on Friday and Saturday, regardless of the time the laptop was checked out.
  - b. Laptops may be needed for official Library business. Library staff will determine the availability of the laptops.
- Laptops will not be renewed and cannot be reserved in advance.
- Patrons are financially responsible for lost, stolen or damaged laptops. The replacement and repair costs for laptops and accessories are as follows:
  - Laptop replacement cost: \$250
  - Software replacement cost: \$100
  - Power cord replacement cost: \$50
  - Repair costs, whether from negligent, reckless or intentional damage are the responsibility of the patron. Such costs will be determined by the Library Computer Technician, but will not exceed the total replacement cost.
- Laptops not returned at the end of a session will be considered stolen.
- Patrons cannot loan a laptop to another person. If a laptop is given or shared with another person, the original borrower is responsible for any loss or damage to the laptop.
- No software may be downloaded or installed to the laptop hard drive. No attempt to change the installed software or any laptop settings is permitted.
- If patrons experience problems with laptop hardware or software or have questions, they should ask for assistance from Library staff. Limited technical support may be available; however, it is important to report any problems with the laptop as soon as possible to avoid being held liable for the damage. The borrower will be held responsible for any damage to a laptop from their attempt to troubleshoot a problem.
- Audio and video files must be listened to with headphones or earbuds.

- Any information saved on the laptop hard drive is automatically wiped clean after each session. There are a number of ways a patron can save information or documents including saving to a personal USB/flash drive, emailing the document to themselves, or printing the information to one of the Library's networked printers.
- The Library is not responsible for any objectionable material that may be found on the Internet while using a library laptop.
- The Racine Public Library is not liable for damages to a patron's personal data, removable media or equipment resulting from information copied from the Internet or laptop. Please be aware when downloading to removable media that software or files downloaded from the Internet or from any unknown computer may contain viruses. Patrons should not assume that the Racine Public Library laptops have adequate virus checking software on them to protect data. The Library does not warranty against data loss or damage to personal devices while using a Library laptop.
- The Executive Director reserves the right to restrict, limit or regulate the use of the Library and any Library equipment if these policies are not followed. However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough.

### **Virtual Reality Devices**

The Racine Public Library provides VR headset usage through Maker Monday programs and outreach to the community through various organizations.

- No software may be downloaded or installed to the virtual reality devices. No attempted to change the installed app is permitted.
- The Library is not responsible for any objectionable material that may be found on the internet while using a library virtual reality device.
- Patrons should not login to the app store with their personal information.

### **Chromebooks**

Chromebook computers equipped with wireless network are available to be checked out at the Racine Public Library Youth Services Desk or Adult Services Desk for use in the library. The library will also provide a limited number of Chromebooks with a 1-week checkout period that circulate with a filtered hotspot. The following rules and regulations govern the circulation of the Chromebook computers and should be read and thoroughly understood prior to checking out a Chromebook.

- The Library checks out only the Chromebooks and power cords. Limited numbers of mice and/or DVD drives will be available for check out. Earbuds, headphones, external keyboards, external hard drives, or any other external devices will not be provided; however, earbuds and flash drives may be purchased at the Circulation Desk or Adult Services Desk. Patrons may use any personal device that uses a USB/flash drive connection.
- In-house use Chromebook computers may be checked out for in-library use only; those Chromebooks that are removed from the building will be considered stolen.

- Chromebook computers are not to be left unattended and may not be brought into the restroom, rather, they should be brought to the Youth Services Desk or the Adult Services Desk for safekeeping. Chromebooks must be returned to the Youth Services Desk or Adult Services Desk prior to leaving the building. A staff member who finds an unattended Chromebook will return it to the Youth Services Desk or Adult Services Desk and the borrower may lose Chromebook privileges.
- In Youth Services: only one Chromebook may be checked out per card. The library card must be in good standing (no lost charges over \$5.00.) Chromebooks available in the Youth Services Department are intended for youth ages 5 -14 with a valid Racine Public Library card. Chromebooks will be checked out on a first come, first served basis for a maximum period of three hours a day with the following exceptions:
  - Chromebooks must be returned no later than 15 minutes before the library closes. Specifically, Chromebooks must be returned no later than 7:45 p.m. Monday – Thursday and no later than 3:45 p.m. on Friday and Saturday, regardless of the time the Chromebook was checked out.
- In Adult Services: only one Chromebook may be checked out per card. The library card must be in good standing (no lost charges over \$5.00.) Chromebooks available in the Adult Services Department are intended for ages 14 and older with a valid Racine Public Library card. Chromebooks will be checked out on a first come, first served basis for a maximum period of three hours a day with the following exceptions:
  - Chromebooks must be returned no later than 15 minutes before the library closes. Specifically, Chromebooks must be returned no later than 7:45 p.m. Monday – Thursday and no later than 3:45 p.m. on Friday and Saturday, regardless of the time the Chromebook was checked out.
- Chromebooks may be needed for official Library business. Library staff will determine the availability of the Chromebooks.
- Chromebooks will not be renewed and cannot be reserved in advance.
- Patrons are financially responsible for lost, stolen or damaged Chromebooks. The replacement and repair costs for Chromebooks and accessories are as follows:
  - Chromebook replacement cost: \$750
  - Software replacement cost: \$100
  - Power cord replacement cost: \$50
- Repair costs, whether from negligent, reckless or intentional damage are the responsibility of the patron. Such costs will be determined by the Library Computer Technician, but will not exceed the total replacement cost.
- Chromebooks not returned at the end of a session will be considered stolen.
- Patrons cannot loan a Chromebook to another person. If a Chromebook is given or shared with another person, the original borrower is responsible for any loss or damage to the Chromebook.
- No software may be downloaded or installed to the Chromebook hard drive. No attempt to change the installed software or any Chromebook settings is permitted.

- If patrons experience problems with Chromebook hardware or software or have questions, they should ask for assistance from Library staff. Limited technical support may be available; however, it is important to report any problems with the Chromebook as soon as possible to avoid being held liable for the damage. The borrower will be held responsible for any damage to a Chromebook from their attempt to troubleshoot a problem.
- Audio and video files must be listened to with headphones or earbuds.
- Any information saved on the Chromebook hard drive is automatically wiped clean after each session. There are a number of ways a patron can save information or documents including saving to a personal USB/flash drive, emailing the document to themselves, or printing the information to one of the Library's networked printers.
- The Library is not responsible for any objectionable material that may be found on the Internet while using a library Chromebook.
- The Racine Public Library is not liable for damages to a patron's personal data, removable media or equipment resulting from information copied from the Internet or Chromebook. Please be aware when downloading to removable media that software or files downloaded from the Internet or from any unknown computer may contain viruses. Patrons should not assume that the Racine Public Library Chromebooks have adequate virus checking software on them to protect data. The Library does not warranty against data loss or damage to personal devices while using a Library Chromebook.
- The Executive Director reserves the right to restrict, limit or regulate the use of the Library and any Library equipment if these policies are not followed. However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough.

### **Equipment Used for Reference Services by Patrons**

#### Microfilm scanner/printer/viewers

The library's microfilm collection is located just west of the Reference desk on the 2nd floor. This includes, but is not limited to:

- Racine newspapers (1838-present)
- Racine City Directories (1882-1960)
- WI Territorial Census (1836-1930)
- WI State Census Index (1905)
- N.E.H.G. Society Index (1908)

#### Microfilm Procedures

- Microfilm scanner/printer/viewers are available on a first-come basis.
- A three-hour time limit is in place only when all machines are in use.
- Patrons may retrieve the microfilm they wish to use.
- If assistance is needed, staff will help to locate microfilm and will assist in using the microfilm scanner/printer/viewers.
- After using the microfilm, rewind it onto its original reel and place the microfilm back into its box. Place the microfilm box on top of the microfilm cabinet.

- Do not refile microfilm in the drawers; staff is required to do this.
- Return damaged film to the Reference desk.

#### Microfilm Scanning and Printing

- There is no fee to scan microfilm images to a flash drive. Patrons may bring their own flash drive or purchase one from the Circulation Desk or Adult Services Desk
- Printing in both black and white and color is available on the microfilm machines.
- Cameras or other electronics may be used to take pictures of the microfilm images on computer screen as long as flash and sound is turned off.

#### Equipment for use outside the building

Laptops equipped with wireless network and LibreOffice\_Suite are available to be checked out at the Racine Public Library Adult Services Desk for use outside the library. Microsoft Office is not installed on these laptops. The following rules and regulations govern the circulation of the laptops and should be read and thoroughly understood prior to checking out a laptop.

1. The Library will check out laptops and power cords, external mice and/or external DVD drives. Earbuds, headphones, external keyboards, or any other external device will not be provided; however, ear buds and flash drives may be purchased at the Circulation Desk. Patrons may use any personal device that use a USB/flash drive connection.
2. Laptop computers may be checked out by patrons with a valid Racine Public Library card. The library card must be in good standing (no lost charges over \$5.00).
3. The library will provide a limited number of laptops to use for our Gale Courses which will have a 6-week checkout period that circulate with a filtered hotspot. The library will also provide a limited number of laptops with a 1-week checkout period.
4. The library will also provide a limited number of Chromebooks with a 1-week checkout period that circulate with a filtered hotspot.
5. Only one laptop may be checked out per card.
6. Laptop checkouts follow the process of other Library materials for overdue and lost charges. Please see Circulation Rules and Regulations for more details about this.
7. Laptops must be returned to the Circulation Desk.
8. No software may be downloaded or installed to the laptop hard drive. No attempt to change the installed software or any laptop settings is permitted.
9. If patrons experience problems with the laptop or have any questions, they should ask for assistance from Library Staff. Limited technical support may be available; however, it is important to report any problems with the laptop as soon as possible to avoid being held liable for the damage. The borrower will be held responsible for any damage to a laptop from their attempt to troubleshoot a problem.
10. Any information saved on the laptop hard drive will be wiped cleaned after it is shutdown. There are a number of ways to save the information or documents, including saving to a personal USB/flash drive, emailing the document to themselves, or printing the document.

11. The library is not responsible for any objectionable material that may be found on the internet while using a library laptop.
12. The Racine Public Library is not liable for damages to a patron's personal data, removable media or equipment resulting from information copied from the Internet or laptop. Please be aware when downloading to removable media that software or files downloaded from the Internet or from any unknown computer may contain viruses. Patrons should not assume that the Racine Public Library laptops have adequate virus checking software on them to protect data. The Library does not warranty against data loss or damage to personal devices while using a Library laptop.
13. Patrons are financially responsible for lost, stolen or damaged laptops. The replacement and repair costs for laptops and accessories are as follows:
  - Laptop replacement cost: \$250
  - Chromebook Replacement Cost: \$750
  - Software replacement cost: \$100
  - Power cord replacement cost: \$50
  - Mouse replacement cost: \$6
  - DVD drive replacement cost: \$15
  - Hotspot replacement: 100.00

These Rules and Regulations are subject to change.

The Executive Director reserves the right to restrict, limit or regulate the use of the Library and any Library equipment if these policies are not followed. However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough.

*Approved by the library board January 16, 2014; amended January 18, 2018, November 15, 2018.*

*Approved by the Library Board February 19, 2015; amended January 18, 2018.*

*All above policies consolidated and approved by the Library Board March 19, 2019; amended August 15, 2019.*