

XIII. Equipment Use Policy 2024

Electronic equipment such as e-readers and digital video recorders which are owned by the Forest Lodge Library may be made available for local patron use. Check out is limited to one week and patrons will be required to sign an agreement which identifies charges that will incur if item is returned damaged or in need of re-programming. Check-out of equipment owned by the Forest Lodge Library is limited to patrons of this library and will not be available through the Northern Waters Library Network catalog.

Use of public access computers is covered in the Computer and Internet Use Policy.

A photocopy machine and a printer are available for patron use. Public access computers and library owned laptops are connected to the printer and utilize Princh, a print application. A recommended per page donation for these services will be determined by the library and recorded by the Princh utility. Patrons may pay by credit card or pay in cash at the circulation desk.

Wireless printing is available for printing from patron-owned devices via the Princh app.

Any violation of copyright is the responsibility of the copy machine user.

The library has the capability to send out-going faxes. There is a suggested donation of \$1 for this service.

Wireless hotspot lending is covered separately in Library Policy XXV, Wireless Hotspot Lending policy.

Approved: 1/11/2024

Board President



Carl Lippert

To be reviewed every two years.

Review dates: 2/2026