



# TECHNOLOGY POLICY

DATE APPROVED - UNKNOWN

REVIEWED: 5/94, 10/98, 6/99, 12/02, 12/05, 3/08, 1/8/09, 7/14/11, 03/09/15, 8/12/2019

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**The Library accepts and incorporates new and existing technology into the operation of the library to the limit of its financial ability.**

## **A. FAX:**

1. The Library participates in and complies with the guidelines of the Iowa FAX Network.
2. FAX use for purposes other than interlibrary loan and library business:
  - a. Requests will be accepted; however, the library neither serves in place of nor wishes to compete with any local FAX business.
  - b. The FAX equipment may be operated only by qualified library staff or by the City Clerk.
  - c. Customers, including staff, using the FAX for other than interlibrary loan and library business purposes will be charged for each page sent or received:
    - i. Transmission in Continental U.S. only - \$2
    - ii. Receiving (including International) - \$2

## **B. Copy Machine:**

1. The Library has access to, and use of the copy machine owned by the City of Wellman.
2. Copier use for purposes other than library business:
  - a. Requests will be accepted; however, the library neither serves in place of nor wishes to compete with any local FAX business.
  - b. The copy machine may be operated only by qualified library staff or volunteers, or by the City Clerk.
  - c. Customers, including staff, using the copy machine for other than library business purposes will be charged for each page:
    - i. Black & White – (\$0.25) twenty-five cents per page
    - ii. Color – (\$1.00) one dollar per page

## **C. Printer Usage Fees:**

1. Black & White Printing:
  - Single Sided – (\$0.25) twenty five per page.
2. Color Printing:
  - Single Sided – (\$1.00) one dollar per page.

**D. Projector Equipment:**

1. This equipment (including projector, screen, speakers, DVD player and accessories) shall primarily be utilized by library staff for library activities and programs.
2. Should library patrons need access to above mentioned equipment, the following guidelines and conditions must be satisfied:
  - a. The non-library activity must be held within building property (library, council chambers or basement).
  - b. Library staff must be given notice (at least) one week in advance.
  - c. Library staff must be available at said date for set-up and take-down of equipment.
  - d. The User must be (at least) 18 years of age, present a valid State of Iowa Identification Card and have a current WSPL account in good standing.
  - e. A twenty dollar (\$20) usage/maintenance fee will be charged per use.
  - f. A "Projector Equipment Use Agreement Form" and "Projector Material Check-Off Form" (showing that the User accepts responsibility for any damage) must be signed by both the user, as well as the staff member responsible for setting up and taking down the equipment.

**E. Nintendo Switch**

- a. Nintendo Switch equipment (including, but not limited to: console, controllers, and games) is available at the circulation desk to card holding patrons aged 13+ with accounts in good standing with the Wellman Public Library. A parental waiver is required for any gamers under the age of 18. Parents retain the right to revoke privileges, but library staff must be notified.
- b. Players must checkout the console, controllers, and any game they wish to play at the circulation desk.
- c. Switch checkouts are for one hour of in-library play. Time may be added if no one is waiting at the discretion of the library staff.
- d. The Switch gaming system will only be available for use as long as the teen lounge is not in use for another reason.
- e. No trash-talking or online voice chat allowed. We want to keep a positive atmosphere in the library.
- f. Players must be respectful of the library equipment, patrons, and space; and agree to end immediately at the request of library staff if unable to meet the library rules of conduct.
- g. No food or drink is allowed in the teen lounge.

# V.

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- h. Gamers are asked to treat the equipment gently. Gamers who do not treat the equipment gently or are too loud and disruptive will be asked by the staff to stop for the day. Gamers who repeatedly abuse the equipment will have their privileges revoked.
- i. Gamers are responsible for any damage to gaming equipment caused by misuse will result in a loss of all gaming privileges and the individual(s) will be held monetarily responsible for damages.
- j. Inventory of gaming equipment will be done by library staff after each use. No equipment shall be taken out of the library.
- k. Gamers may not bring in their own games and no downloads are permitted onto the gaming system.
- l. Gamers may not sign into personal accounts on the Switch. Doing so will result in a loss of privileges.
- m. Library staff welcomes game suggestions.