



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.