

## **BETHLEHEM PUBLIC LIBRARY EQUIPMENT USE POLICY**

### 1. Definitions:

“Library Equipment” includes, but is not limited to, equipment owned by the Library such as:

- A. Devices and aides, electrical or otherwise, used to view, listen to, print, store, or modify information or data, such as photocopiers; computers and accessories (webcams, headphones, scanners, printers); television; video player; projector; eBook readers and audio book players, etc.
- B. Other devices owned by the library but available for use in certain circumstances, such as phones, kitchen equipment (microwave, refrigerator, coffee maker), or cleaning equipment (vacuum cleaner).
- C. Certain items used for displays or programs, such as tables, chairs, podium, easel, etc.

### 2. Use of Equipment in the Library

- A. The Library Director may limit or revoke the use of Library equipment, due to inappropriate library use, supply costs, or maintenance reasons.
- B. Staff computers, printers and scanners will be available for use only by staff, trustees, supervised volunteers, and shall be used for Library purposes only. The Staff computers are not to be used by the public. Staff shall not store personal files on any library computer. Excessive printouts for personal use should be paid for at the same rate paid by the public.
- C. Public Use computers are available for use in the library, subject to the conditions of the Computer and Internet Access Policy.
- D. Non-staff photocopier, printers, and scanners may be used by the public, with assistance from staff as needed. The Computer and Internet Access Policy outlines copyright protections, as well as costs for printing.
- E. Other computer accessories such as a computer mouse, headphones, etc. belonging to the library may be checked out for use with a library computer or a personal device being used in the library. Such items must be returned to the circulation desk after use. The borrower is responsible for replacement or repair costs of any accessory that is lost, stolen, or damaged before being checked back in.

3. The Library telephones are primarily for staff use but may occasionally be used to make essential local (non-fee) calls, or other calls approved by staff. Calls should be kept short, civil, and quiet, so as to not disturb other library users.

4. The television, video player, speakers, and any necessary accessories are available for use in the Meeting Room for programs or instructional purposes, or other uses in the library that may be approved by the Library staff. Problems and malfunctions should be immediately reported to staff. Use of the meeting room audio-visual equipment is subject to the conditions of the Meeting Room Policy.

- A. If a library laptop is needed to connect to the Meeting Room television, the laptop is only available during open library hours. If the meeting room is used outside of library hours, then the user is responsible for using their own laptop.

5. The Library's reading devices such as e-book readers may be checked out by patrons over age 18 and must sign an agreement taking responsibility for replacement or repair if damaged or lost.
6. Easels, podium, tables, chairs, etc. are available for use in the Meeting Room for programs and instructional uses. These items may also be brought elsewhere in the building as needed, by prior arrangement with the library.
7. Kitchen equipment (microwave, coffee maker, ceramic plates and coffee cups, etc.), and cleaning equipment (vacuum cleaner) may be used for programs and events in the Meeting Room. The equipment must be left clean after use as outlined in the Meeting Room Policy. Consumables (disposable coffee cups, K-cups, creamer, sweeteners, etc.) must be brought in by the event organizers or participants. Use of the staff refrigerator may be available with prior authorization by library staff.
8. Library Equipment Loan Policy
  - A. Certain library equipment may be borrowed at no charge, for use at programs or events presented in the library, or for Community use outside the library. Examples would be the folding tables.
  - B. Certain library equipment may be borrowed for personal home use. Examples would be the e-book readers.
  - C. Any person borrowing library equipment must have a valid Library card. The borrower must be age 18 years or older.
  - D. Library employees who wish to borrow library equipment must receive prior authorization from the Library Director. It will be the responsibility of the employee to repair or replace any equipment that damaged while in the employee's possession.
  - E. Equipment will be inspected and inventoried after each use and is assumed to be in good working condition at the time of pick up. The cost of any repairs or replacements due to mishandling, or loss of equipment while checked out must be assumed by the borrower. A replacement fee will be assessed to the borrower for any equipment or accessories damaged beyond repair, lost, or stolen, or if repairs will cost more than the purchase of a suitable new, equivalent item.
  - F. Borrowing privileges may be suspended or revoked if such costs are not paid, or if library regulations are violated in any way, including late return of equipment when needed by others.
9. Policy for De-accession of Library Equipment
  - A. When the Library Director determines that an item of equipment is no longer needed by the Library, the following procedures will be followed before de-accessioning/disposal:
    - i. Determine the legal status and safety of the item's de-accessioning and disposal;
    - ii. Remove protected data and software;
    - iii. Determine appropriate "highest and best" use (sale, donation, re-purposing, recycling, safe disposal and/or destruction).
    - iv. A list of items shall be provided to the Board and filed in the Library's records.
    - v. If the item is of value over \$500, disposition and price shall be determined by the Board of Trustees; if the item is of value less than \$500, disposition and price shall be determined by the Library Director, and communicated to the Library Board of Trustees.
  - B. If an item will be sold or donated, it will be offered in the following sequence of priority, to:

- i. Departments of the Town
  - ii. Staff and volunteers
  - iii. Other NH Libraries
  - iv. Other organizations or individuals
- C. Funds from the sale of equipment shall be deposited in a non-lapsing library fund\*.

\* A non-lapsing library fund is a fund containing monies that generally were not raised through taxation, and that remains under the control of the library trustees beyond the current year. The money in such funds may be spent in any year the spending is budgeted, or if unanticipated (not in the budget), may be spent in addition to the budget if the money was discussed and accepted at a public meeting during the same year. The funds may be in the same bank account as other funds as long as they are monitored and accounted for separately from funds raised by taxation.

Approved by Trustees: February 11, 2019