

WAUKESHA PUBLIC LIBRARY

POLICY: USE OF EQUIPMENT

Approved by Library Board: 5/13/10
7/12/07, 2/10/05, 10/12/95, 8/8/91

Number: A-4

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Equipment for public use

The Library makes some types of equipment available for use within the Library on a walk-in basis. This includes equipment such as photocopiers, computers and printers, wheelchairs, and microform readers and printers.

A Blu-ray/DVD player is available for use by groups that reserve a meeting room.

The Library circulates watt meters, audiocassette players, wireless transmitters and other adaptors that enable customers to try out library materials in new formats.

A set fee is charged for making copies from photocopiers, computer printers, and microform printers, as determined by the Library Board.

Equipment for staff use

Equipment designated for staff use may not be used by the public. This includes staff computers, the administrative photocopier, and all AVI audiovisual components in the Library's Community Room. In some cases, this policy may be waived for staff from other city departments or government agencies.