

EQUIPMENT USE POLICY

The Berkshire Athenaeum exists to initiate, nurture and feed a passion for knowledge and learning. To help satisfy this mission, the library recognizes the need to provide access to a variety of audio-visual and computer equipment.

Unless otherwise noted, each of the items identified in this policy statement are available for use in the library at no cost. Staff should ascertain whether the borrower is familiar with the equipment, and if not, provide either written or verbal instructions.

While library equipment is available at any time during the library's normal operating hours, to allow sufficient time for staff lock-up procedures, users should be prepared to sign off prior to the library's closing.

The library reserves the right to terminate service to anyone not using library equipment in a responsible manner. Borrowers are responsible for damage done to library equipment while checked out under their name, or as a result of their misuse or abuse. Food or drink is prohibited in the proximity of any of the library equipment.

1. **ON-LINE COMPUTER CATALOG:** The Athenaeum is part of the C/W MARS computer network. In place of a card catalog, the Athenaeum's book holdings are located by means of an on-line public access computer (OPAC) terminal. There are several of these terminals placed in the Children's and Adult Service Areas. Use of this equipment is available to any library user and is limited to first come, first served. Staff will assure that other users have an opportunity to search on the on-line computer.
2. **RESEARCH COMPUTER WORKSTATIONS:** The Local History Department has a number of computer workstations available for specialized research in family history, local history, and Berkshire Eagle back files. See **RESEARCH COMPUTER WORKSTATION POLICY AND PROCEDURES**, a supplement to **REFERENCE SERVICES POLICY AND PROCEDURES** for further information on this service.
3. **PUBLIC ACCESS COMPUTER:**
 - 3.a. Personal computers are available in Reference Department and the Children's Library.
 - 3.b. The computer equipment is available for public use by persons with positive identification. Because of the software programs available, adults will be directed to the equipment in the Reference Department, and children will be directed to the Children's Department. In conformance with the library's policy on unattended children, an adult (over the age of sixteen) must accompany children under the age of nine when using the computer.

- 3.c. Users are required to log in at the public service desk when using the personal computer.
- 3.d. Persons are allowed only one hour of computer time when others are waiting to use the system.
- 3.e. Use of the computer in the Children's Library is on a first come, first served basis without prior reservations. Computer time may be reserved in the Reference Department for one-hour increments and may be arranged by phone or in person up to 48 hours in advance. Users arriving more than five minutes late for their reserved time may forfeit their reservation if another person wishes to use the computer.
- 3.f. Unless special arrangements have been made in advance with the librarian in charge, only two persons may use the system at any given time. Those persons not using the system are requested to respect the privacy of others by waiting away from the equipment area.
- 3.g. Software for use on this equipment has been preloaded onto the hard drives. Persons using this equipment should not attempt to download or otherwise load software onto these computers. [See also the "Acceptable Use" provisions of the INTERNET ACCESS AND SERVICES policy statement.]
- 3.h. A printer is available. There is no charge for the first five sheets printed out, however those printing more than five sheets are charged \$.10 per sheet, or any portion thereof, beyond the initial five pages. Printouts are limited to use of standard 8½ by 11 inch (letter size) paper that the library provides. Requests for printouts on special paper, labels, etc., cannot be accommodated on the library's networked printer.
- 3.i. Persons using the public access computers are not allowed to connect their own peripheral hardware (digital cameras, palm pilots, laptop computers, etc.) to the library's workstations.
- 3.j. Computer users may supply their own data disks or purchase blank disks from the library at \$1.00 per disk. Users who wish to provide their own data disks should be prepared to submit their disk to a virus scan prior to use.
- 3.k. The PC's in the Reference Department have audio programs and capabilities that require the use of headphones that are available for loan through the Adult Circulation Department. The headphones may be checked out for one hour at a time, with the option to renew for an additional hour, for use inside the library building.
- 3.l. Although library staff is happy to try, we cannot guarantee either sufficient time or knowledge to solve the computer-related questions of our users.

4. **COMPUTER PROJECTION:** The Athenaeum does not have laptop or computer projection equipment available for public use.

5. **PHOTOCOPIERS:**

5.a. Coin-operated photocopiers are available in the Children's Library, Local History, Reference and Circulation Departments.

5.b. Vended copies are available in letter, legal and ledger sizes at a cost of \$.10 per sheet, regardless of size. Copies are limited to the paper supplied by the library. Requests for copies on special paper, transparencies, label stock, etc., cannot be accommodated on the library copiers.

5.c. While library staff may make complimentary copies available to correct copier errors, the Athenaeum is unable to provide cash refunds for unacceptable copies.

5.d. Persons doing extensive copy runs may find it more convenient to purchase copy debit cards at the vending machine located in the Circulation Department.

6. **VIDEO PLAYER AND MONITOR:**

6.a. Persons booking the library's meeting rooms may have access to video playback equipment in both DVD and VCR formats. The auditorium has a video player and projector. There is also a player and 25" monitor stored on a portable cart that travels between the Athenaeum Room and the Literacy Volunteers office. This equipment is to be used at the meeting for which the room was booked, and is not intended for the recreational viewing of library or individually owned films.

6.b. There is also a video player and 25" monitor located in the story telling corner of the Children's Department. Patrons of any age may request tapes from the Children's in-house collection be set up for viewing during normal library hours.

6.c. Because of copyright restrictions, only tapes with public performance rights may be shown in the library. The library's collection of circulating tapes generally do not have these rights and their viewing in the library is therefore prohibited.

6.d. A user's viewing time is limited to one feature film, or one hour, whichever is greater.

6.d. Video equipment does not get loaned outside the library building.

7. **CLOSED CAPTION DECODER:**

7.a. The library's video equipment comes with closed caption decoders for the hearing impaired.

7.b. A closed caption decoder is also available for loan outside the building through the Adult Circulation Department to those with a hearing impairment.

8. AUDIO CASSETTE AND COMPACT DISC PLAYERS:

8.a. An audio cassette player with headphones is available for use in the Children's Library for the playback of library-owned juvenile cassettes.

8.b. Portable cassette and CD players are available for loan through the Adult Circulation Department. This equipment may be checked out for two hours at a time for use inside the library building.

8.c. There is no playback equipment in the building for LP recordings.

9. TALKING BOOK PLAYER: A talking book player is on permanent loan to the Athenaeum and is available for short term loan to persons with visual or physical impairment until they can be signed up for direct service to talking books.

10. TELEPHONE DEVICE FOR THE DEAF:

10.a. The Reference Department has a telephone device for the deaf (TDD or TTY) and accepts incoming calls on this device at 413-499-9488.

10.b. A second TDD is available for loan to the public outside the building through the Adult Circulation Department to those with a hearing impairment.

11. OVERHEAD PROJECTOR: Persons booking either the Auditorium or the Athenaeum Room may have access to a portable overhead projector. It is to be used for the meeting for which the room was booked, and with the possible exception of other municipal departments, does not get loaned outside of the library building.

12. TYPEWRITER:

12.a. A typewriter is available for public use in the library's Reference Department.

12.b. Persons using the typewriter are encouraged to supply their own paper. Those using library paper shall be charged \$.05 per sheet.

12.c. The typewriter has an automatic correction feature. To prevent damage to the machine, erasers and correction fluid should not be used on the typewriter.

12.d. Persons are allowed only one hour on the typewriter when others are waiting to use the equipment.

- 12.e. The typewriter is available on a first-come, first-served basis at any time during the library's normal operating hours. The Athenaeum does not take reservations for this service.
- 12.f. Unless special arrangements have been made in advance with the librarian in charge, only one person may use the typewriter at any given time. Persons not using the equipment are requested to respect the privacy of others by waiting away from the equipment area.
13. MICROFORM READERS AND READER-PRINTERS:
 - 13.a. There are microfilm and microfiche readers and reader-printers in both the Local History and Reference Departments.
 - 13.b. Microformat readers and reader-printers are available on a first come, first served basis. No reservations are taken for this equipment. In the Local History Department, reader-printers may be restricted to those with a confirmed need to print, and not be available for browsing or seeking references during times of heavy demand. Researchers are asked to be considerate of others and limit their use of any one machine to one hour when others are waiting.
 - 13.c. Hard copy prints are made at \$.25 per print.
 - 13.d. Unless special arrangements have been made in advance with the librarian in charge, only two persons may use one piece of micrographic equipment at any given time. Those persons not using the equipment are requested to respect the privacy of others by waiting away from the equipment area.
 - 13.e. While a fiche and film may be retrieved from the storage cabinets by the user, to assure that items are not misfiled they should be returned to the librarian or to the box marked for the return of fiche or film.
14. LOW VISION READER: The Reference Department has an Optelec 20/20 Low Vision Reader in the microform machine area. This device magnifies and projects printed material onto a monitor to aid those with difficulty reading small print.
15. PORTABLE CALCULATOR: A portable, solar-powered calculator is available at the Reference Department for public use on a first come, first served basis at any time the library is open.
16. PIANOS: Persons booking the Auditorium may have access to the grand piano located on the floor of the Auditorium, or the upright piano located on the stage. Either piano is to be used for the meeting for which the room was booked. While the piano is generally tuned annually, any additional tuning required by persons booking the auditorium is the responsibility of the booking party. Requests to have the pianos tuned

must be authorized by the library director and only qualified piano tuners will be accepted.

17. PAPER CUTTER: When providing the public access to the paper cutter(s), the library's liability exposure is tied to any negligence the library may have in making this service available. Because providing access to a paper cutter is the kind of service people traditionally look to a public library for, to protect the library as much as possible from liability the library will:

17.a. Prohibit anyone under age thirteen (13) from using the cutter without library staff or other adult assistance.

17.b. Post the following warning sign printed in large type prominently on each cutter that may be made available to the public:

“WARNING! The paper cutter is sharp and can cut you if it is not used properly. Persons using this tool do so at their own risk. Persons under the age of thirteen (13) are prohibited from using this tool without direct supervision from library staff or other responsible adult.”

17.c. Paper cutters should be kept in an area where such restrictions may be enforced.

18. ELLISON DIE-CUT MACHINE: The Children's Library has an Ellison die-cut machine that allows multiple copies of selected shapes to be cut at a rapid pace.

18.a. Teachers, day-care providers, or other youth service providers may use this time saving device by appointment in the Children's Library.

18.b. Persons using the Ellison equipment must provide their own paper.

18.c. Those organizations possessing their own Ellison equipment may borrow dies from the Athenaeum's collection for up to one week.

18.d. Except for the dies noted in section 18.c. above, the Ellison equipment may not be taken from the Athenaeum.