Dunlap Public Library District
Equipment and Computer Use
Last Reviewed 28 February 2022

The Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Use may be limited to patrons in good standing, i.e. all fines have been paid, all overdue materials have been returned, and any lost materials have been paid for.

Anyone under the age of 10 must be accompanied by a parent or guardian while using library equipment or computers. Reservations for equipment use can be made at the circulation desk on a "first come, first served" basis.

Copyright laws forbid duplication of copyrighted software and recordings. The Library restricts the use of personal software on library computers.

Internet Use Policy
1. While Internet service is provided on Library computers, the Library makes no guarantee that Internet service will be available at any given time. If the Library's Internet service is unavailable for a known reason, users will be notified, if possible.

2. Library Internet computers are available for use on a first-come first-served basis. Patrons may sign-up at the Circulation Desk if there are no computers available.

3. Use of computers is limited to one person per computer at a time. Exceptions may be granted by library staff.

4. Patrons are to read the Internet Use Policy and abide by it. The Library reserves the right to restrict computer use based on violation of the Internet Rules.

5. There is a session time limit on the use of the computers. The Library's software manages patron sessions on the computers and patrons will be notified of the time remaining in their session. Sessions may be renewed for additional time if no one is waiting. Parents are responsible for children 17 and under using Library Internet computers.

6. The library is not responsible for the content of any materials accessed through the Internet. Parents or guardians, NOT the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parental supervision of children searching the Internet is advised.

7. Use of headphones is permitted at Library computers, however, you must maintain a volume low enough not to disturb others. If Library staff receives complaints, or if your audio can be heard at the Circulation Desk, you will receive one warning to turn down the headphones. If not compliant, your session will be terminated without further warning and you will be unable to use the Library computers for the remainder of the day.

8. Inappropriate use of the Internet may result in suspension or revocation of Internet use. The following activities are unacceptable:
   - Use of the Internet for any purpose that results in the harassment of others.
   - Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or security procedures.

- Downloading (FTP) any software to library computers or to a disc.
- Contacting a source that contains lewd, obscene, and/or pornographic material.
- Participating in and/or observing a chat and/or instant messaging session that contains lewd, obscene, and/or pornographic material.
- Copying a program from the hard drive for personal use--this is a violation of federal law.
- Introducing viruses into the library's software, databases, or e-mail in any way, re-arranging the computer desktop, or harming any library computers, networks, software, or automation systems in any way.
- Violating federal, state or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

9. The Library also provides a wireless network for public use. Appropriate use of this network is subject to the same rules as use of the library's computers.

Additionally, the Dunlap Public Library District recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. **Unsupervised minors must have a valid library card to use the library's computers.** Library staff is unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

MakerBot Policy
The Dunlap Public Library District has a MakerBot 3D printer available so that staff at the library may print a patron's three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

The Dunlap Public Library's MakerBot 3D printer project designs are primarily created using Computer Assisted Drawing (CAD) software. Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs are available on-line. Digital designs also are available from various file-sharing databases such as Thingiverse.com. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file formats.

The MakerBot may be used for lawful purposes only. Patrons will be restricted from creating projects that are 1) prohibited by local, state, or federal law; 2) unsafe, harmful, dangerous or pose an immediate threat to the well-being of others; 3) obscene or otherwise inappropriate for the library environment, and; 4) in violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection. The Dunlap Public Library reserves the right to refuse any 3D print request.

Faxing
Cost of faxing will be set by the Library Director. International faxing is not available.

Photocopy and Printing
Cost of copying will be set by the Library Director.

Laminating
Cost of laminating will be set by the Library Director.

Cricut Policy

Staff will not be responsible for printing and/or cutting projects for patrons. Patrons must call and schedule a time to use the machine. Patrons under 12 years of age must have parent/guardian supervision. Staff will set up our laptop and Cricut machine, and give a tutorial on how to use the machine.

Use of Cricut machine (and accompanying laptop) will be for a specified block of time. If no other patrons or library staff are waiting to use the Cricut machine, additional time may be given.

Cost for associated materials may be set by Library Director.

Scanning

Images or documents: 15 pages at a time may be scanned to a flashdrive. If no other patrons are waiting to use the copier/printer/scanner, additional pages may be scanned.

Sewing Machines

Patrons must call and schedule a time to use the machine. Patrons under 12 years of age must have parent/guardian supervision. Staff will set up our sewing machine, and give a tutorial on how to use the machine. Use of sewing machine will be for a specified block of time. If no other patrons or library staff are waiting to use the sewing machine, additional time may be given.

There is no fee to use library sewing machines, but patrons are expected to bring their own fabric and thread.

Embroidery Machine

Patrons must call and schedule a time to use the machine. Patrons under 12 years of age must have parent/guardian supervision. Staff will set up our embroidery machine, and give a tutorial on how to use the machine. Use of embroidery machine will be for a specified block of time. If no other patrons or library staff are waiting to use the embroidery machine, additional time may be given.

Cost for associated materials may be set by Library Director.

Serger

Patrons must call and schedule a time to use the machine. Patrons under 12 years of age must have parent/guardian supervision. Staff will set up our serger, and give a tutorial on how to use the machine. Use of serger will be for a specified block of time. If no other patrons or library staff are waiting to use the serger, additional time may be given.

Cost for associated materials may be set by Library Director.