

# Tipton County Public Library

## Public Services Policy

### **Attire and Personal Hygiene**

- All patrons must wear shoes, shirts, and appropriate clothing at all times when entering and using the library and when attending library programs.
- Inappropriate exposure of the body is not acceptable.
- Appropriate personal hygiene is expected. No strong body odors or strong clothing odors will be allowed, as strong odors interfere with other patrons' use and enjoyment of the library.
- Cleated shoes, roller skates, roller shoes, and roller blades may not be worn on library property.

### **Technology**

The library provides a variety of computers, software, and other equipment for public use. Patrons who attempt to download and/or install their own software or programs onto library computers, do so at their own risk. Library computers are specifically set up to give all patrons a stable and consistent experience. Individual software or programs may not work on library computers.

Wireless Internet access is provided free of charge to library visitors. All users must accept the terms of use before accessing the Internet via the library's wireless network.

Patrons who wish to use TCPL's wireless network must have a computer with a wireless network card or some other device capable of connecting to a wireless network. Users of the wireless network are subject to the terms of TCPL's Internet Use Policy. TCPL cannot guarantee privacy or security of data and connections, and is not responsible for any changes or damages done to a personal device as a result of using the wireless network.

Library technology may change at any time without notice as the library tries to maintain the most current and useful technology as possible.

### **Computer and Device Assistance**

In order to maintain personal privacy, staff may not assist patrons with credit applications, bank documents, legal documents, or other online transmittals of personal information. Patrons are responsible for completing online forms and applications that contain personal information.

Patrons may receive limited guidance from library staff, as staffing permits, to help with the following tasks:

- Obtaining an email address
- Adding attachments to emails, such as documents or photos
- Accessing downloadable material
- Using Microsoft Office programs

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Patrons assume all responsibility for library staff assistance with personal laptops, handheld devices, or other personal electronic devices, but library staff will assist patrons with instructions on downloading library materials to their electronic reading or listening devices, if needed.

Tipton County Public Library assumes no responsibility for damages to a user's data, devices, drives, discs, or files arising from the use of the library's computer system or network.

### **Interlibrary Loan**

Tipton County Public Library provides Interlibrary Loan (ILL) service for materials that may not be available in this library in order to provide the broadest possible access to library materials for Tipton County residents.

- ILL is available to all library patrons with a current library card in good standing
- Patrons may have 15 active item requests at any one time
- Most loan periods are 2-4 weeks, the length of the loan is determined by the lending library and may vary
- Requests for ILL renewal must be made at least 3 days before the due date
- The overdue fine for ILL is \$.25 per item per day
- Materials not picked up by 3 days before the due date will be returned to the lending library. Any costs will be charged to the patron's library card

### **Copying, Printing, and Faxing**

The library provides equipment for patron use in copying personal and business documents. Responsibility for complying with copyright laws rests with the patron. According to federal copyright law:

*The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.*

Materials that do not circulate outside the library may be copied by patrons as long as the copy falls within the fair use interpretation of the copyright laws. Library staff may assist in making copies of non-circulating materials, including reference and Indiana Room materials.

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Library staff will provide assistance copying (i.e., scanning), printing, and faxing as needed.

There is no charge for scanning documents/photos and saving them to the cloud or other storage device such as a flash drive.

Charges for printing are as follows:

Black & White up to 8.5 x 14	\$. 10 per page
Black & White 11 x 17	\$ .20 per page
Color printing and copying up to 8.5 x 14	\$ .25 per page
Double-sided pages count as 2 pages – B&W	\$ .10 per page (\$.20 total)
Color	\$ .25 per page (\$.50 total)

For copies of reference items or other non-circulating materials, the library will provide up to 10 pages of printed copies free of charge per day. This is total copies from one or several sources. Only one copy of each item will be made per copyright laws. If the patron requires more than 10 pages to be copied, normal copying or printing charges will apply.

### **Sending and Receiving Faxes**

The library provides equipment for faxing to use for library business, interlibrary loan, and personal business. Library business will take priority over personal business.

Charges for faxing are as follows:

SENDING	
Local and toll-free numbers	\$0.25 per page
In state	\$0.25 per page
Out of state	\$0.25 per page
Out of the United States	\$3.00 per page
RECEIVING	\$0.10 per page

### **Modifications to Public Services**

All services offered by Tipton County Public Library are determined by policies of the library board. The board may modify these services during a declared public emergency or disaster in order to provide for the safety of library staff and the public.

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In general, during public emergencies or disasters declared by local, state, and/or federal authorities, Tipton County Public Library will follow protocols recommended by the appropriate officials or agencies and attempt to modify its public services within the guidelines put forth by those officials or agencies. Modified services may include: curbside pick-up service, materials retrieval by library staff, or some other modification to routine library services described in this policy.