

Chapter 9

EQUIPMENT, FURNITURE, AND SUPPLIES

FAX MACHINES

University of Scranton
Weinberg Memorial Library
Scranton, Pennsylvania

The University of Scranton's Web site is changing, and policies will be separated from information on the updated sites.

Fax Service

A fax service is available at the Circulation Desk on the First Floor. Within the United States, the cost for outgoing fax pages is \$1.00 per page; international faxes are \$4.00 per page. Incoming faxes are \$.50 per page.

Macon State College
Macon State College Library
Macon, Georgia

The MSC Bookstore has a fax machine available for student use. During the times the Bookstore is closed, students may send a fax from the Library's fax machine at the following cost:

Local.....50 cents per page

Long Distance \$1.00 per page

MICROFORM MACHINE

Lake Sumter Community College
Lake Sumter Community College Libraries
Sumterville, Florida

Microforms

The Library provides self-operating microform copiers and readers for the use of government documents microforms within the Library. One microfiche reader-printer is available in the government documents area.

LAPTOP LOANS

Florida International University
Florida International University Libraries
Miami, Florida

Laptop Borrowing Policy

Laptop computers are available for in-library use at the Circulation Desk. The laptops represent a significant investment in providing University users with a technology service. Your respect for the equipment and the rights of other patrons will be appreciated. If you have any questions please feel free to ask.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Borrowers

Laptop computers are available for currently enrolled FIU students, faculty, staff, retired faculty, alumni, and currently enrolled consortium students from other SUL libraries and SEFLIN libraries.

You must have a current Panther ID (Library) Card for the checkout process

Loan Guidelines

Laptops must be used in the Library.

The loan period is 3 hours.

Late charges will be imposed. Overdue fines are set at \$30 for the first hour overdue, and \$30 per hour thereafter, until billed for replacement. Partial hours count as a full hour overdue. Laptop clocks are not accurate and are not to be used to calculate due time. A replacement charge of \$2,200 will be imposed if the laptop is not returned after 24 hours from time due.

If damage occurs to any components or accessories, charges will be imposed as appropriate. Never leave a laptop unattended—you are responsible for the laptop until you have returned it and it is checked in. Billing charges will be assessed if the laptop is lost or stolen while checked out to you.

Return Procedures

Return the laptop to a library staff member at the Circulation Desk. Do not place the laptop in the Return slot.

Connections and Printing

Each laptop is equipped with a battery that will last approximately 2 to 3 hours, and with a network card for access to the wireless network in public areas of the library building. You may print from the laptop to any of the public networked printers in the library. Regular printing charges will apply.

Software Applications

- Microsoft Office Suite
- Adobe Acrobat Reader
- Netscape Communicator
- Internet Explorer
- Accessories

A limited number of accessories are available for checkout. Each accessory is separately checked out. Accessories may only be used with library laptops.

- Power (A/C) Adaptor
- ZIP Drive for 100MB or 250MB ZIP disks (ZIP disks are not available from the Library)
- Optical Mouse

FURNITURE AND EQUIPMENT USE

University of Texas at El Paso

University Libraries

El Paso, Texas

Use of furniture and equipment. Library furniture is for the exclusive use of patrons who are reading or studying. Furniture should not be relocated or used for sleeping, as footrests, etc. Computers, copiers, fax machines and telephones located at public service desks and in offices are for the use of Library staff; patrons are referred to the equipment in the building available for public user.

EQUIPMENT, FURNITURE, AND SUPPLIES

University of Indianapolis
Krannert Memorial Library
Indianapolis, Indiana

Equipment for Staff Use—Computers, Copier/Fax Machine, Printers

Persons other than staff to whom specific pieces of equipment are assigned are not permitted to use staff equipment.

Students workers may only use staff equipment to fulfill job assignments—not for personal purposes. Staff may not use library equipment for personal purposes without the permission of the library director. Staff telephones and computers are to be used for work related purposes; game playing, shopping, Web 'surfing', political lobbying, conversations with friends, family business, etc. for personal use may not be done during working hours.

Staff telephones and computers are not to be used for economic gain; home businesses, stock trading, auction sales, product or service advertisement, etc. are not to be conducted on library time or with university equipment; staff should not load private files for storage on university computers.

No one is to use a staff computer to access, upload, download, transmit, or otherwise distribute defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials, files, etc. unless in the course of appropriate library work or research.

No one shall violate any university, local, state, or federal statute, rule, regulation, code, or ordinance; no one shall access another person's computer materials, information, or files, except with permission.

Staff may not commit the library to any unauthorized financial obligation online or by telephone.

Staff should remember that neither telephone conversations nor files stored on library computers are private and may be reviewed by the administration at any time.

STUDENT BORROWING OF LIBRARY SUPPLIES

University of Wisconsin River Falls
Chalmer Davee Library
River Falls, Wisconsin

Supplies

Generally, reference staff will provide small amounts of supplies to patrons. Scrap cards and pencils are routinely supplied at public workstations. Small amounts of paper clips, rubber bands, white-out, etc. are provided. A stapler, scissors, and three-hole punch are provided for public use at the Reference Desk. A typewriter for public use is available in the Reference Area.

Multimedia Equipment Checkout

York College
Schmidt Library
York, Pennsylvania

Multimedia Checkout

The following equipment is available for personal use by YCP faculty, staff, and enrolled students.

- Calculator 1 day loan
- Camcorder 1 day loan
- Digital camera 1 day loan
- Digital video recorder 1 day loan
- Easel 3 day loan

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

- Flipchart 3 day loan
- Laptop (students, in-library use) 2 hour loan
- LCD projector (use with laptops in Group Study rooms) 3 hour loan
- Slide cassette projector 3 day loan
- Slide projector 3 day loan
- Tape recorder 3 day loan

The equipment listed below is available for faculty and staff checkout at Information Services. Reserve at ext. 1345 or via email infoservices@ycp.edu.

- Calculator 3 day loan
- Digital camera 3 day loan
- Digital video recorder 3 day loan
- Laptop 1 week loan
- LCD projector 3 day loan