**Greenwood Area Library**

**Equipment and Facility Policy**

Computers are available for use by patrons. There is no charge for computer or wireless use.

Headphones are provided and must be used carefully. Abuse or misuse of the headphones will result in a charge for damage or replacement.

A printer is available from each computer. Charges will be assessed for each page/side printed.

Presently costs are: 10¢ per side in black and white, $1.00 per side in color.

Pages printed at a particular computer station are the responsibility of the person using the station at the time of printing.

The copy/fax machine is available for patron use. The machine is expensive and easily damaged, so staff will operate the machine for patrons.

There is a charge for faxes sent and received ($1.00 per fax; 10¢ per page received).

All library materials must be properly checked out to an eligible borrower before they can be removed from the library. Deliberate removal or attempted removal of library materials from the premises without being checked out is considered theft.

Attempted removal of materials that have not been checked out will prompt staff inspection of bags, parcels, and other places of concealment. The library reserves the right to conduct an inspection for materials that have not been checked out.

It is the policy of the Greenwood Area Library to detain persons suspected of attempted or successful unauthorized removal of library materials from the premises or willful damage to any library property. The police department will be contacted when the intent to steal, damage, or vandalize can be established. Removal or attempted removal of library labels and tags, or mutilation of library materials is considered to be proof of intent to steal.

Failure to return materials to the library is also considered to be theft of library materials. Patrons will be billed for replacement cost of the item.

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