



Equipment Use Policy

Purpose:

The Kling Memorial Library is dedicated to providing quality services that benefit our patrons and fill the needs in our community. This Equipment Use policy outlines which services the Library provides through the use of our own equipment. The Kling Memorial Library is interested in serving the information needs of the community by providing fax, scanner, copier, laminator and printer services. The library staff is available to assist with operating the fax, copier, scanner, or printer for public use.

Policy:

Disc Repair:

1. Patrons and visitors may bring their personal CDs, DVDs, and Game discs to the Kling Memorial Library for deep scratch repair. Each disc must be submitted in a plastic sleeve or case.
2. Library staff will attempt to repair discs for a fee of \$2.00 per disc, due upon drop off, using our repair machine.
3. Patrons must complete an owner information slip for the disc(s) they submit for repair.
4. If the damage is not repaired on the first attempt, the library staff will try again using stronger methods at no extra charge. The re-do request must be received within two weeks of the first repair, accompanied by original owner information slip. If the second attempt fails, the patron may request a third attempt for a charge of \$1.00, but there is no guarantee of success. Library staff may determine that a disc is damaged beyond repair upon physical examination or after the highest level of repair fails twice. If the repair fails, the patron will not receive a refund.
5. Kling Memorial Library cannot be held liable for permanent damage to disc(s) that are already damaged.
6. Library staff reserves the right to refuse repair service on any disc(s) that they determine to be detrimental to the machine, in violation of state and federal laws, or is contrary to library philosophies and policies.
- 7.

Disc Repair Form

Name: _____

Phone #: _____

Name of discs:

1. .
2. .
3. .
4. .
5. .
6. .
7. .
8. .

Kling Memorial Library cannot be held liable for permanent damage to discs that are already damaged. Please pick up your discs in a timely manner. If the disc is left at the library more than two (2) months, it will be considered a donation to the library and may be added to the collection, sold or otherwise disposed. For full details, refer to the Disc Repair Policy.

Date of 1st repair ___/___/___ staff init_____

comments_____

Date of 2nd repair ___/___/___ staff init_____

comments_____

Lamination / Document Covering:

1. The Kling Memorial Library offers laminating and covering services of documents and books to the public for a small fee.
2. Laminating services are available for any documents up to 11 inches by 17 inches.
3. The CoLibri covering system, which completely envelops documents in a transparent, breathable, non-toxic, odorless & water resistant sleeve without permanently adhering to them, is great for archival, certificates, or photos. Library staff will cover any book(s) or document(s) up to 10 inches by 15 inches.
4. Small lamination or covering jobs that require less than half of an 8 1/2" by 11" sheet will cost \$0.50. Larger lamination or covering jobs 8 1/2" by 11" or more will cost \$1.00. All books covered with the CoLibri cover system will cost \$2.00.

Copier Services:

At the discretion of the library staff, the library may not be able to assist with very large jobs or users with large jobs may be asked to come back during a slower time. While the library does its utmost to provide privacy and secure connections, the library is unable guarantee the privacy of materials printed, scanned, copied, or faxed at the library.

The following are the charges for the services:

Fax Outgoing: \$2.50 first page and \$1 for each page thereafter

Fax Incoming: \$1.50 first page and \$0.25 for each page thereafter

Copier/Printer \$0.25 black and white copy; \$0.40 two sided black and white copy; \$.50 color copy, \$0.75 two sided color copy.

Scanner: Free to scan but user must provide storage destination such as USB flash drive.

Adopted: March 13, 2014

Revised and Adopted: January 14, 2021