



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, projector, and printer services. The library staff is available to assist with operating the fax, copier, scanner, or printer for public use.

Policy:

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" will cost \$1.00, and lamination or covering jobs 11"x17" will cost \$2.00. All books covered with the CoLibri cover system will cost \$5.00.

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.

Projector Borrowing

Local civic and non-profit organizations may borrow the Kling Memorial Library's projector for use outside of the library under the following conditions:

- Equipment must be reserved at least 48 hours in advance and will be available on a first-come, first-served basis.
- Equipment must be returned to the library in the same condition as checked out
- The borrowing organization will be responsible for the equipment while in its possession
- The borrowing organization will be responsible for any repairs or replacement costs
- 2 day check out
- Staff will test equipment upon its return.

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