

Horicon Public Library

Equipment Policy

Horicon Public Library provides a variety of equipment for use both on and off premises. Eligible patrons that use the Horicon Public Library are responsible for the care of all equipment used either at the library or off premises and are financially responsible for any damage other than normal wear and tear. The library does not accept replacement items and value will be determined by original invoice, value entered in the data base if available, or comparable item by determination of the library director.

Eligibility

In order to check equipment out of the library, patrons must:

- Be 18 years of age with a valid library consortia card.
- May check out for a period as designated in the data base, or another period of time at the librarian's discretion.
- There are no fees to check equipment out but late fees will be charged as outlined in the circulation policy.
- Check in must be at the circulation desk.
- Staff will inspect equipment prior to check out and upon return.

Public Internet Stations

Use of the public internet stations will be applied as outlined by the Internet Policy. Public stations will be managed by user time management software. Printing is permitted and fees are determined by current fee schedule. Data is not retained on public use stations and patrons must provide compatible storage units to retain their work.

Library staff may assist a patron with computer operation but staff members have other assigned duties and may need to keep help sessions brief. Numerous manuals and videos are available to assist patrons with specific areas of computer operation.

Wi-Fi

Horicon Public Library provides free, unsecured wireless internet access.

Equipment List

The following list of equipment for use in the library includes, but is not limited to:

- Disc Cleaner (staff operated)
- Microfiche Reader
- Xbox
- Blu-Ray player
- Fixed projection screen

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- LCD Projector
- Fax Machine (staff operated)
- Copy Machine (self service)
- Electric Piano
- iPad Air
- VHS and DVD Recorder with transfer to digital software
- Back up mobile power source
- Multiple format mini-card reader

The following list of equipment available to check out of the library for personal use includes, but is not limited to:

- Overhead projector
- Projector (computer compatible)
- Nook
- Kindles
- V-tech readers
- Projector screens
- Kilowatt meters
- Disk Golf disks
- Kodak projector and carousel

The Library board and staff do not assume any liability for use of the equipment made available nor does permission to use the equipment constitute a lease.