

WAUKESHA PUBLIC LIBRARY

POLICY: USE OF EQUIPMENT

Approved by Library Board: 1/12/23

Number: A-4

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Equipment for public use

The Library makes some types of equipment available for use within the Library on a walk-in basis. This includes equipment such as photocopiers, computers, printers, a fax machine, a scanning station, and microform readers.

The Library circulates watt meters, wireless transmitters, bike locks, and other equipment for public use.

A set fee is charged for making copies from photocopiers, computer printers, and microform printers, as determined by the Library Board.

Equipment available for public use in our Program Room(s) and Conference Room(s) is covered in policy A-3 Meeting Room.

Equipment for staff use

Equipment designated for staff use may not be used by the public. This includes staff computers, administrative area printers and copiers, and the demonstration kitchen..

In some cases, this policy may be waived for staff from other city departments or government agencies.