

<b>Guernsey Memorial Library</b>	Section #	
Manual Name Library Policy Manual	Date Issued: 1/30/2014	Subsection
Section Preservation Station Policy	Date Revised:	Page
<p style="text-align: center;">Preservation Station Policy</p> <p>Guernsey Memorial Library provides the public with timely access to information through a wide variety of materials, appropriate technology, and a well trained staff. The Library recognizes the importance of personal, family, and community historical information to the educational, recreational, and reference needs of the community. Much of this information, however, is in obsolete or unstable formats and should be digitized in order to be preserved for the future. To meet this need, the library is providing a workstation where patrons can convert many forms of personal documentation into digital format. Although this workstation could be used for a variety of purposes, the library supports access only to those functions which are consistent with its mission.</p> <p>Guernsey Memorial Library has no control over the information brought for conversion by library patrons and cannot be held responsible for its content. We assume no responsibility for any damages, direct or indirect, arising from the use of our technology. While we will endeavor to make this workstation openly available to all patrons, there are circumstances under which we may have no control over its availability. The Library makes no guarantee, either expressed or implied, with respect to the quality or content of information converted using this workstation or any original materials brought in by patrons for conversion. Any materials converted using this workstation remain the property and responsibility of the library patron.</p> <p>We do not condone, nor will we tolerate using library resources to break any law. Computer resources may be used only for legal purposes. Individual users must take responsibility for their own actions in using the conversion equipment.</p> <p>It is not acceptable to use Guernsey Memorial Library's resources so as to disrupt or interfere in any way with other users, services or equipment. Use of the equipment is intended for private, non-commercial activities, and does not permit unauthorized sales and marketing of products and services. It is important to respect the legal protection that is provided by copyright and licenses. Guernsey Memorial Library is committed to providing an environment free from harassment. Patrons may not display any materials that may be objectionable to others. Patrons in violation of this rule will have their privilege to use the workstation suspended. Privileges may be suspended for longer periods for repeated violations.</p> <p>Library staff will assist patrons with internet use as time and the knowledge of the available staff permits. Borrowers should have basic familiarity and comfort with the equipment and the software provided. Individuals may make appointments for instruction on the use of the equipment and formal classroom instruction may be provided at intervals to be determined by the interest level of patrons at designated times.</p> <p>There is a printer available at a rate set by the Board of Trustees. Printing fees will apply and will be the same as printing from the regular internet stations. Fees are payable at the Circulation Desk.</p> <p>The workstation may be reserved and utilized by adult (eighteen [18] years of age or older) GML card holders in good standing. Borrowers must present their library card and either their driver's license or other official government-issued photo ID to library staff at the time of workstation use. The address on the library record must be current. The borrower's library card and photo identification will be held at the Circulation Desk until the workstation is vacated and inspected. Users must attest to the fact that they have read and agree to abide by GML's Internet Policy.</p> <p>The Library has preference for use of the workstation should it be needed for a library-sponsored purpose. There are no guarantees of workstation availability or continuous functionality of the equipment and programs.</p> <p>The workstation and its components may be used inside the Library only. Removal from the library will be considered theft and will be prosecuted. No additional hardware or software may be installed or downloaded, nor may changes be made to their system configuration. Under no circumstances should a borrower leave the workstation unattended. The user assumes full responsibility for the cost of repair or replacement in the event that the equipment is lost, stolen, or damaged. (Equipment replacement <b>may be in excess of \$1,500.00.</b>) Replacement cost to repair or replace damaged equipment will be determined according to pricing available at that time. There will be a \$100 flat fee for labor charges that the library will incur if repairs are necessary.</p> <p>Borrowers who require audio while using the equipment must use their own earphones or earbuds. Volume must be moderated such that it does not disturb other patrons or staff members.</p> <p>The library does not assume responsibility or liability for lost or corrupted files for any reason, such as hardware failure or network interruptions. The library is not responsible or liable for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, converted, or stored on the workstation. Users wishing to save files they have created must back them up to a thumb drive, optical disk, or personal internet-based accounts.</p> <p>Suspension of workstation privileges may be appealed to the Director. If the Director upholds the suspension, the suspension may be appealed in writing to the Library Board of Trustees. A hearing on the suspension will be conducted at the first Library Board meeting following the date when the written appeal is received.</p> <p>I have read and agree to abide by Guernsey Memorial Library's Preservation Station and Internet policies.</p> <p>Name: _____ Date: _____</p>		
Reviewed & Approved by Board: 2/20/14		