

## DIGITAL CREATION LAB AND EQUIPMENT POLICY

.....

### PURPOSE

To ensure access to and appropriate use of the Appleton Public Library's ("library") Digital Creation Lab workstations ("workstation") and digital creation and support equipment ("equipment").

### POLICY

1. Application of Policies. All library policies, in addition to any relevant and applicable ordinances and statutes, apply to the use of workstations and equipment.
2. Restrictions. The library may impose restrictions regarding the use of workstations and equipment, including time limits and types of use.
3. Priority of Use. Priority for use of workstations and equipment will be given to patrons who are working on digital media projects utilizing specialized hardware and software. The workstation and equipment is not intended for general web browsing.
4. Loans. The library has a limited amount of equipment available to loan to patrons who have a valid Appleton Public Library card in good standing. All equipment will be loaned on a first-come, first-served basis.
5. Loss and Damage. The library shall not be liable to any loss of or damage to personal data or property that may occur with the use of a workstation or equipment.
6. Fees. The library may charge a fee or require the full replacement costs for the following situations:
  - a. Equipment returned overdue,
  - b. Damaged equipment, and
  - c. Replacement of equipment damaged or not returned.
7. Warranty. The library makes no warranties or representations regarding its equipment, software, etc., and, in exchange for being permitted to use these materials, the patron agrees to indemnify, defend and hold the library/City of Appleton harmless from any claims for damages arising in any way out of the materials' use.

*Approved: 6/15; Amended: 12/16*