



HEPBURN
LIBRARY OF NORFOLK

Equipment Use Policy

Adopted November 18, 2020, Amended September 15, 2021

Public Access Computers are available to patrons on a first-come, first-served basis. There is no charge for use of the PC's. Library staff is available for general assistance in using the computer. However, staff members are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer & photocopier machine is available. Printing/Copying must be paid for at the conclusion of the session. Printing for homework is free up to 10 copies. The copier is to be operated by library staff only unless other arrangements are made. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Black and white copying/printing \$0.15 per sheet

Color printing \$0.40 per sheet

Fax service is available. To send the first fax is \$1.00 and .50 for each sheet after, to receive is .50 first fax .15 for each sheet after.

The library phone is not for public use and will only be used with permission.