

## ACCESS TO LIBRARY SERVICES

### 03.01.03 Public Computers and Other Equipment Use

PCCLD provides computer workstations and other self-service technology equipment for public use at each library location. Computer workstations include free access to the library's online catalog, electronic databases, various software applications, and the Internet. Other technology equipment provided includes, but is not limited to, microfilm readers and assistive technology devices for individuals with disabilities. Fee-based printers and photocopiers are also available.

Customers must have a valid PCCLD library card or a temporary visitor's card to use the library's computers. *Some specialized equipment, at the discretion of the Executive Director or his/her designee, may have additional requirements in order to use the equipment.* A daily time limit is set for each customer using the computers.

**See Also:** [03.01.02](#) *Internet Access and Wireless Use*

## USE OF MATERIALS

### 03.02.04 Circulation of Materials

Library materials will be loaned to customers holding a valid PCCLD library card for the established loan periods. *Some specialized materials may have additional checkout requirements in addition to a PCCLD library card.* Materials not returned by the due date will be subject to overdue fees, recovery fees, and/or replacement fees.

The PCCLD Board of Trustees delegates to the Executive Director the authority for establishing loan periods, overdue fees, renewal limits, and hold procedures.

Borrowing privileges may be revoked if PCCLD policies and procedures are abused. Abuse includes but is not limited to failure to return materials, failure to pay fees that exceed an amount established by PCCLD, or failure to pay for lost or damage library materials or property.

PCCLD is not responsible for any damage or loss to borrowers including property damage that is sustained as a result of using or consulting PCCLD library materials.

In the case of minors, any restrictions placed on the selection or use of materials in the collection is the responsibility of the parent or guardian of such minors. *Some specialized materials, at the discretion of the Executive Director or his/her designee, may be restricted from use by persons whose age is 17 and younger.*

**See Also:**      [03.02.01](#)      Library Cards