

DIGITAL CREATION LAB USE AND EQUIPMENT

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I. 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").

II. POLICY

1. Application of Policies. All Library policies, in addition to any relevant and applicable ordinances and statutes, apply to ~~the use of e of this workspace~~ workstations and equipment.

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2. Restrictions. The Library may impose restrictions regarding ~~Lab space, equipment use~~ the use of workstations and equipment, including, time limits, and ~~for~~ types of use.

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3. Priority of Use. Priority for use of workstations and equipment will be given to ~~users~~ patrons who are working on digital media projects utilizing specialized hardware and software ~~in the lab~~. The ~~media lab~~ workstation and equipment is not intended for general web browsing.

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4. Loans. The Library ~~has a limited amount of equipment available to~~ loans a number of digital creation and support equipment for to ~~users~~ patrons who have a valid Appleton Public Library card in good standing. All equipment will be loaned on a first-come, first-served basis.

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5. Loss and Damage. The Library shall not be liable to any loss of or damage to personal data or property that may occur ~~during the use~~ with the use of a workstation or library equipment.

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6. Fees. The Library may charge a fee or ~~require the ecover~~ full replacement costs for the following situations:

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- a. ~~Items~~ Equipment returned ~~overdue~~ overdue.
- b. ~~Damaged item~~ equipment, and
- c. ~~Replacement of items~~ equipment damaged or not returned.

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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 ~~user~~ 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.

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~~Adopted~~ Approved 6/15; amended : ~~Draft Proposal June 2015~~

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