

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Collection & Electronic Resources 102.2	Issue Date: 09/23/97
Technology Guidelines	Revision Date: 8/5/22

Purpose

The Cozby Library and Community Commons is dedicated to fulfilling the informational, educational, and recreational needs of the Coppel community. In doing so, the Library provides access to a variety of resources to further digital and technological literacy.

User Responsibility

The Library is a public environment shared by people of all ages, backgrounds, and beliefs. While users have the right to privacy and confidentiality, their activities and information, including personal and private information, may be observed by others. All users should exercise common courtesy and respect both the privacy and the sensibilities of other users.

Users assume all risk and liability for damage to personal devices used in conjunction with technology provided by the Library. The Library will make every effort to ensure, but cannot guarantee, that users' personal devices will be compatible with the Library's technology.

Services Offered:

- A printer and copier are available for public use. No envelopes, labels, transparencies, or other paper or materials not provided by the library may be placed in library printers.
- Users may send documents to the printer via the wireless printing network.
- Scanning and faxing services are available for public use.
- Some library rooms are equipped with audiovisual technology for public use, including the meeting rooms, conference room, business center, and four study rooms.
- Some supplemental technology, such as computer cables, are available to borrow based on the room in use. Users must present their library card or photo identification at the Information Desk to borrow such items. Staff will retain the user's library card or photo identification until the technology is returned.
- Staff will assist customers with basic requests regarding Library-provided technology.

- Staff may provide limited assistance to patrons regarding their personal devices. Generally, staff are not available to provide extensive one-on-one instruction on the use of personal devices or technology.

User Expectations:

- Users must be courteous and respectful when using technology and conform to the Library's Facilities Guidelines.
- Users are responsible for bringing their own headphones if they wish to listen to audio in shared public spaces. When available, headphones may be purchased at the Information Desk. In study rooms, audio noise must not be disruptive to those in adjacent rooms.
- The Library offers a limited number of electrical outlets for public use. Users may not plug into an outlet where they block aisles, exits, or access to materials or equipment.

Violations of Use:

Library users may lose privileges if they engage in the following behaviors using technology within the Library. This includes, but is not limited to, expulsion from the Library, criminal trespass warning, or criminal prosecution.

- Exhibit behavior that does not comply with the Library Facility Guidelines.
- Make any attempt to modify, reconfigure, vandalize, or damage Library equipment, peripherals, software, hardware, configurations, files, or other Library technology.
- Intentionally circumvent security/control software.
- Display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) materials.