INF-5: Computer Hardware Equipment Use Policy
Adopted: 3/20/2014; Last Revised: 1/25/2024

Policy Statement
The Orion Township Public Library (OTPL) provides computer hardware equipment for patron use both at the library's physical locations and to be checked out and used off-site. Patrons are also welcome to use their own equipment at library locations.

Regulations
1. Computer hardware equipment is available to all library patrons.
2. Patrons are welcome to use library-provided equipment at library locations. Equipment has been installed and configured with a variety of software options. Changing settings is prohibited on OTPL equipment.
3. Patrons are welcome to use their own equipment at library locations. Charging opportunities are available for patron-owned equipment.
4. Library-provided computer equipment is free to all patrons with a valid OTPL card or registered TLN library card. For use of library-provided equipment at a library location, patrons will need to log into the computer with their library card number and PIN/password. Patrons who are not eligible for an OTPL card and do not have a registered TLN library card may request a guest card that is valid for one day in the library.
5. Library-provided computers are available on a first come, first served basis. Patrons are granted a session for forty-five minutes of computer use. Additional time may be available if no other patrons are waiting.
6. Library staff will provide general guidelines on the procedures necessary to access library resources on patron-provided equipment but are not responsible for any changes patrons make to their computer settings and cannot guarantee that a patron's hardware will work with the library's network. Patrons should refer to their owner's manuals or other support services offered by their device manufacturer.
7. The library-provided equipment must be used in a responsible manner, taking care with the use of the physical equipment.
8. The library-provided equipment must not be used for any fraudulent or unlawful purpose, including activities prohibited under any applicable federal, state, or local laws.
9. Use of the Internet with library-provided equipment is governed by the library's *Internet Access and Use Policy*.
10. Patrons connecting to the Internet with their own equipment are able to print to the library's printers and pay for printouts just like patrons using the library-provided computers. See *Fines and Fees Policy*.
11. Staff is authorized to terminate any patron's use of the library's equipment if the patron has failed to comply with the library's policies. The library director may impose longer or permanent restrictions for violations of the library's policies. Patrons whose equipment use has been terminated or whose access to the library has been prohibited may request the decision be reviewed by the board of trustees. See Patron Conduct Policy.
12. The library's equipment may be unavailable at times due to technical difficulties.
13. A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.
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