

DATE: 4/1993
REVISED 2/2019

PUBLIC SERVICE

(3.5) Electronic and Media Services

CIRCULATION OF VIDEOS, CDS, AND DVDS

- Videos, DVDs and CDs are available for check out at all branches. Checkout is for 7 days with two renewals; fines are \$1.00 per day.
- A borrower is responsible for returning Videos, DVDs and CDs by the date due, and for any late fees on their record, whether or not a courtesy reminder was issued by the library. No grace period is allowed.
- A patron may have no more than ten Videos, DVDs or CDs, or a combination of these items checked out at any one time.
- Patrons must present a library card or current valid picture ID to check out Videos, DVDs, or CDs

CIRCULATION OF VIDEO GAMES

- The library offers a limited collection of video games at all of the library branches.
- Video games check out for 14 days and may not be renewed; fines are \$1.00 per day.
- A patron may have no more than two video games checked out at any one time.
- Patrons must present a library card or current valid picture ID to check out video games

CIRCULATION OF AUDIO BOOKS

- The Library offers a large collection of books on tape and CD at all library branches. Checkout is for 28 days with two renewals; fines are \$0.20 per day.
- If a single CD or tape of a multi-volume audio books is lost or damaged, it is often possible for the library to replace that one element without replacing the entire book. Charges will be assessed at actual cost. *See Policy 3.16 STANDARD REPLACEMENT COSTS.*

DOWNLOADABLE ELECTRONIC BOOKS AND AUDIO BOOKS

The Juneau Public Libraries offer electronic print books (e-books) and downloadable audio books from several vendors. Many of the titles can be found in the Library's online catalog. Links to all of the e-book services are found under the E-research link on the Library's web page.

- All of these services may be used outside of the library after logging in with the library barcode.
- All patron types, including Temporary Local, are eligible to use electronic materials.
- Due to bandwidth restrictions, the Library does not have download or listening stations for online audio books in the libraries.
- Not all downloadable audio books are compatible with all media players. This is due to contract restrictions of the vendors and is out of the Library's control.

EQUIPMENT FOR MEETING ROOM USE

JUNEAU

- One large-screen color monitor
- Wall-mounted projection screen
- Teleconferencing convener
(Those using the convener will be asked to sign a use agreement stating that no phone charges will accrue to the Library.)

VALLEY

- Five large-screen color monitors
- Two digital projectors
- Two wall-mounted projection screens

DOUGLAS

- One large-screen color monitor
- Wall-mounted projection screen

DAMAGE TO MEDIA MATERIALS

- Patrons borrowing media equipment or materials are responsible for repair or replacement if items have been damaged, lost, or improperly handled.
- Patrons will be assessed for damages to media materials. Damage is billed at actual repair cost, plus freight, or actual replacement cost, at the library's discretion.
- Damage to Videos, DVDs, CDs, or video games by patron's machine is usually considered normal wear and tear unless the patron has damaged several items at once.

PUBLIC TYPEWRITERS (IN-LIBRARY USE)

- Typewriters are available for public use at the Downtown and Douglas library branches.
- When someone is waiting, in-house typewriter use shall be limited to one hour.
- Paper may be purchased at the Public Service desk for 5 cents per sheet. There is no ribbon or use fee.

WORD PROCESSORS

The Downtown and Douglas libraries have word processors free to the public. These are available on a first come, first serve basis. When someone is waiting, word processor use is limited to one hour. Patrons save their work to external media. All computers are equipped with card readers that accept USB thumb drives. Printing is \$0.15 per page in black and white. Print jobs must be paid for at the Circulation Desk before they will be released to the printer.

WIRELESS INTERNET SERVICE

The libraries offer wireless internet connections at all branches during library open hours. Users must accept and abide by the Wireless User Agreement (see *Policy 2.2 (b) User Agreement for Wireless Internet Connections.*)

The Juneau Public Libraries do not provide public networked computer hookups in the library meeting rooms. Users of the conference rooms may not attach computers or any other device to the phone jacks or Ethernet ports in the Libraries' conference rooms, with the exception of the teleconferencing convener at Juneau, which may be used on the library's phone lines after the Teleconferencing Agreement has been signed.

LAPTOPS FOR IN-LIBRARY USE

Laptops are available at all branches for in-library use by patrons in good standing. The purpose of laptop checkout is to offer computer access to local people at times when the library's networked machines are used heavily by visitors to the library.

- Patron record must be clear of all overdues, fines, and blocks before the laptop is checked out.
- User must sign sheet showing time checked out and agreed-upon return time.
- User must leave a valid, government-issued picture ID at the circulation desk while the laptop is in use.
- The first 60 minutes use is free and the laptop may be renewed in additional 60 minute increments if no one else is waiting to use one.
- Late returns will be charged a late fee of \$5 for the first hour and an additional \$15 for each hour thereafter.
- If the laptop is damaged due to user neglect or carelessness (drops, spills, etc.), the user will be charged actual cost of repairs. If damage cannot be repaired, a replacement cost of \$500 will be charged.