



# RICHMOND PUBLIC LIBRARY

Title: Technology Tools, Spaces, and Equipment Policy

Policy Number: 08.01

Reviewed Date: 07/23/2025

## **Requirements for Access to Equipment:**

Prior to using Technology Tools spaces and equipment, users must complete an orientation and have a library card. Accounts must be considered in good standing. Prior to reserving Technology Tools spaces and equipment, the borrower must review the appropriate guidelines. Independent use by those younger than 17 is subject to approval by Library staff.

## **Personal Equipment:**

All personal equipment and items must be removed from Technology Tools spaces at the end of the reservation. Personal property left in Technology Tools spaces will be retained according to the Library's Lost and Found Policy. Setup, breakdown and clean-up are built into the reservation time. Technology Tools spaces must be restored back to the original condition by the end of the reservation time. Security of personal items is the responsibility of the patron.

## **Financial Responsibility:**

The borrower is financially responsible for the full cost of any intentionally damaged or missing equipment. An equipment review will occur between the borrower and Library staff prior to and after use of studios. Any damage or technical problems related to the equipment must be immediately reported to a staff member.

## **Rules of Conduct:**

Technology Tools visitors agree to adhere to the Library's Behavior Guidelines. No drinks or food are allowed in Technology Tools spaces. Items considered to be weapons, materials containing visual depictions that are obscene, contain child pornography, or which may be considered harmful to minors are not permitted and cannot be created.

## **Reserving Time in the Center:**

The borrower who makes any reservation for equipment or space must be present at all times. Certain charges to use Technology Tools may apply based on service used. Please see a staff member for details. A borrower may use the Technology Tools spaces and creative software for up to three hours per day. These computers are reserved for creative projects associated with Technology Tools type activities.

**Privacy:**

The Richmond Public Library is not responsible for the loss, theft, or damage of files. Users are responsible for transferring or saving all files to their personal cloud server or to their personal external drive. Computers will be rebooted after the reservation time period ends and all files saved on the computer will be deleted.

**Intellectual Property Rights and Copyright Laws:**

Users shall respect Intellectual Property Rights and Copyright Laws. The Richmond Public Library is not responsible for any infringement of Intellectual Property Rights and Copyright Laws that may occur.

**\*Terms are subject to change.**

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Adopted: February 27, 2019

Reviewed: July 23, 2025