Massena Public Library

Library Equipment Usage Policy

Fees
Fees for usage of library equipment, when applicable, are given in the Massena Public Library Circulation Policy.

Computers and Printers
Patrons may register at the Circulation Desk to use a computer in the Computer Room. There is no time limit on computer usage, but patrons should be mindful if others are waiting. The Library provides staff support for computer and internet access. Library staff support may be limited regarding personal devices. Food and drinks are not permitted in the Computer Room. Loud talking, telephone use, or other behavior disruptive to other patrons will not be permitted in the Computer Room. Patrons are limited to 50 pages of printing per day to avoid excessive wear on the printer and to allow other patrons to use it.

Photocopier
A self-serve photocopier is available to patrons who wish to copy materials. Patrons requiring assistance should ask at the Circulation Desk. Photocopier users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the photocopier user. Patrons are limited to 50 pages of photocopying per day to avoid excessive wear on the photocopier and to allow other patrons to use it.

Fax Machine
Patrons may send and receive faxes during normal business hours only. Items to be faxed will be given to a staff member at the Circulation Desk to send.

Scanner
Library staff will scan patron documents for them. Items to be scanned will be given to a staff member at the Circulation Desk. Electronic files of the scan can be expected in the patron's email inbox for the email address provided to the staff member. There is no charge for scanning services.

Telephone
The Library telephone is not for public use except by the approval of the Director.

Memory Station
The Memory Station (digitization equipment) is available to all patrons who would like to digitize their video tapes, color slides, color negatives, DVD's, music albums, 45's or cassette tapes. The patron must register for a training session before being permitted to use the equipment independently. Patrons must reserve a block of time to utilize the equipment. There is no charge for Memory Station usage, but patrons are responsible for purchasing their own storage device for their digitized materials.

This policy was amended by the Massena Public Library Board of Trustees on October 14, 2026.
This policy was adopted by the Massena Public Library Board of Trustees on February 14, 2023.