

Lied Public Library Policy**Section: Collections, Computers and Technology****Subject: Listening & Viewing Policy****Board****Approved: 12/2008****Reviewed:11/2012, 10/2014****Revised:**

Public Viewing Station

The primary purpose of the video viewing station (located in the Teen Area) is to allow library patrons to use the library collections in the library a) to preview materials and/or b) to view the materials for in-house use.

1. There is no charge for the use of the viewing station; however, users are responsible for checking items out, damage to equipment and materials and will be billed for the full cost of repair or replacement of either.
2. Parents/guardians of patrons under twelve (12) years of age are encouraged to use the station with young viewers to assist with the equipment.
3. The number of users allowed at the viewing station at any one time may be limited.
4. Headphones must be worn while using the station.
5. If others are waiting to use the equipment, viewing time may be limited.
6. Courtesy is expected of all viewers; noisy or disruptive behavior will not be tolerated in accordance with the Library's Behavior Policy.

Procedures:

**Procedures are for Staff and are not part of the above policy, but rather a guideline to enforce them.*

1. The material to be viewed should be brought to the circulation desk and checked out to patron.
2. The library staff will assist in setting up the equipment for use.
3. When finished, the user will return the material to the circulation desk and staff will reclaim and clean any equipment and reshelv any items.
4. If a user is found to be in violation of any Library policies privileges may be suspended.