

**ATTENTION:** Due to the COVID-19 pandemic, please note the following temporary changes that will be in effect until further notice:

**Phones**

The use of the library telephones is restricted to staff.

**Printers and Copiers**

Library patrons who need to scan, make copies, or print documents for personal use are welcome to use the computers in the adult public computer lab on the second floor. The use of the printers and copiers will be limited to staff to limit the number of individuals touching the equipment. The printer/copier in the main lobby will be off limits. Requests for scanning or copying while on the first floor may be made at the circulation desk.

**Audiovisual (AV)**

Audiovisual equipment is not available for reservations.

Original Policy Approved on 5/29/19

**Library Equipment Policy**

The Lawrence Public Library welcomes all to use our facilities and library equipment for the purposes of learning, working, socializing and entertainment. In order to ensure that the library equipment is used for its purpose, please adhere to the following guidelines.

**Phones**

The use of the library telephones is restricted to patrons who need to call for a ride. Staff must be present during the call to monitor the purpose and restrict the time.

**Printers and Copiers**

Library patrons who need to scan, make copies, or print documents for personal use are welcome to use the computers and printers in the public computer labs as well as the printer and copier in the main lobby.

Meeting room users must ask permission to use the printer/copier in the administrative department. Please inquire with the Library administration about setting up a long-term, recurring use of the staff designated printer/copier for a fee.

**Audiovisual (AV)**

Audiovisual equipment can be reserved by meeting room users. Please refer to the Meeting Room Policy for details on how to reserve AV equipment.

**Off Limits**

The library postage meter is off limits to the public.

**Consequences of violating this policy are at the discretion of the library staff.**