

Copier/Printer

The Romulus Public Library does not print items off for patrons via staff computers. If patrons want to print, they must do so wirelessly from their devices or from the patron computers.

If a patron uses the copy machine or printer on their own and makes a mistake it is not refunded.

If a patron requests staff help in creating copies or prints, because they are unsure, and the staffer makes a mistake, staff will ensure they are given a replacement copy/print of the item. Only when a staff member aids a patron and a mistake copy/print happens do we give a replacement copy/print at no additional cost. The mistake copy is then shredded by staff.

Patrons are not allowed to use their own paper, label paper, or any materials in our machines.

Faxes-Outgoing

The Library offers outgoing fax services for \$1.00 per page. Cover sheets and confirmation pages are free. Faxes are sent by staff.

Faxes will not be sent beginning 15 minutes before the Library closes.

Faxes-Incoming

The Library offers incoming fax services for \$1.00 per page.

- A. The name of the patron receiving the fax must be clearly stated on the cover sheet and proper ID must be shown when picking up the fax.
- B. The patron is responsible for contacting the library when an incoming fax is expected and for picking up the documents in a timely manner.
- C. Incoming faxes not picked up the same day will be held in a folder at the circulation desk for one week and will be shredded if not picked up.

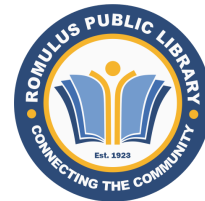
Readying the Building for Closing

The Romulus Public Library closes at 8 pm Monday through Thursday, 6 pm on Friday, and 5 pm Saturday.

To ensure staff close the building promptly, staff begin closing duties a half hour before closure.

The computers automatically shut down 15 minutes before the Library closes. This is a computer program and the staff cannot stop it.

Other services that end 15 minutes before closure are; creating a library card, copying, printing, faxing, scanning, and laminating.



All of these, depending on circumstance, can take over 15 minutes to finish and staff must exit the building promptly at the closure time.

Supplies and Other Items

The Romulus Public Library does not give out supplies. The library offers some materials to temporarily use at the Copy Station i.e. pens, stapler, tape, anything that is not there we do not provide.

The library does sell; USB drives, folders, envelopes, & earbuds.

The Romulus Public Library does not supply hand sanitizer, wipes, spray, masks, or any other hygienic products to the public. If you need a wipe there are some in the canister by the literature rack, if they are out the public restrooms are available.

Technology Checkouts & Bans

Patrons can check out technology items as long as they are 18+, Romulus or Huron Charter Township residents, and have an active library card at least 6 months old with the library with fines that do not exceed more than \$14.99.

Patrons will be given a warning if they return items late. Staff have to shut off devices and there will be an additional charge to shut off and restore a device. Bans are given if patrons do not respond to staff attempts to discuss the matter, are frequently overdue with the items, or for other issues that may arise.

The first step is reminding the patron about the procedure, second violation is a warning about receiving a 30 day ban if it happens again, then the third violation is a 30 day ban from the program with a warning about another violation resulting in a permanent ban, the fourth violation will result in a permanent ban from the program.

Patrons can still check out non-technology items if they receive a technology ban unless their account exceeds \$14.99 or more in fines.

Technology Assistance

Library staff have limited time to assist patrons. In order to ensure all patrons and all services get completed, staff may assist patrons for up to 5 minutes on a given topic. If the patron requires more time they can attend an "Ask Away Saturday," where tech walk-ins are welcome.

Staff also do not do project work for patrons. This includes cutting items, stapling materials, putting together packets, or proof-reading/editing documents.