



**SPOKANE PUBLIC LIBRARIES**

**DOCUMENT #30.8**

**EFFECTIVE DATE: April 17, 1996**

**SUBJECT: POLICY ON IN-LIBRARY USE OF AUDIOVISUAL MATERIALS  
AND EQUIPMENT**

---

**1. GENERAL**

1.1 This policy outlines in-library use of audiovisual materials and equipment and explains the policy and the procedures to be used in its administration.

1.2 This bulletin is divided into the following sections:

Section 1 - GENERAL

Section 2 - POLICY

Section 3 - PROCEDURES

**2. POLICY**

2.1 To ensure and encourage access to Spokane Public Library's non-print materials, the library provides audiovisual equipment for use by patrons within the library building. Patrons using equipment agree to use the equipment in accordance with this policy and are responsible for damage to equipment and materials.

2.2 Equipment is provided for the use of library-owned audiovisual materials only. The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

2.3 Headphones must be worn at all times when using audiovisual equipment.

2.4 In order to ensure equal access to equipment, the Library will establish procedures that will make audiovisual stations available on a first come, first served appointment basis.

2.5 Use of audiovisual equipment will be managed in a manner consistent with the Library's Rules of Conduct which have been adopted by the Board and are posted in the Library.

**3. PROCEDURES**

3.1 Identification such as a library card or driver's license will be presented at the Information Services desk and will be held at the desk until the patron has finished using the equipment.

- 3.2 Patrons will be issued headphones if necessary and will be assigned to a specific station which will be entered into the log.
- 3.3 If necessary, staff will briefly demonstrate use of the equipment.
- 3.4 At the end of the session, staff will return the patron identification after verifying that all materials and headphones have been returned and that equipment has not been damaged.