

West Hartford Public Library
Policy for Circulating CD-ROMs

Purpose

In support of the Library's mission to fulfill the informational, cultural, educational, and recreational needs of its community of users, the West Hartford Public Library system will make available to the public for loan interactive multimedia CD-ROMs. These materials will be available at the three libraries in collections for adults, young adults, and children on topics appealing to a broad range of interests.

Collection Development

The development of the CD-ROM collection will be in keeping with the guidelines set in the library's Materials Selection Policy. Criteria to be used when selecting CD-ROMs will include informational, educational, and creative content, authoritativeness, accuracy and timeliness of information, user-friendliness, usefulness, age level of audience, type of equipment required, and cost. These collections will be for home use rather than for use in the library. The collection will represent Windows, MPC (multimedia PCs), and Macintosh operating systems.

Circulation Policy

CD-ROMs will circulate for two weeks and only one in-library renewal will be permitted. The library card holder in whose name the CD-ROM is charged out assumes financial responsibility. Overdue charges will be \$.15 per day in order to encourage punctual return of materials. CD-ROMs may be reserved but they will not be available for Interlibrary Loan. CD-ROMs may be returned in the book drop at any West Hartford Public Library.

If instructional material critical to loading and operating CD-ROM software is lost or damaged beyond use, the borrower will be charged for the replacement price of the instructional materials. If a CD-ROM disk is lost or damaged, the borrower will be responsible for the replacement price of the entire set.

Staff Assistance

Because of the wide range of equipment and software that is in the marketplace, all without standard procedures and instructions, the library staff cannot provide technical support for installing or using CD-ROMs. Customers are advised to seek assistance from the publisher of the software or the manufacturer of their computer equipment.

Liability

The library cannot be held responsible for any damage to the customer's equipment or data.

Approved by the West Hartford Library Board

January 14, 1997

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