

Electrical Devices and Outlet Usage Policy

Approved by the Library Board of Trustees, January 14, 2025

Purpose

This policy outlines the safe and appropriate use of electrical devices and outlets in the library to ensure the safety of all patrons and staff.

For everyone's safety, library staff are allowed to:

- Inspect any device being charged or used in the library.
- Deny charging, powering on, or usage privileges for any device deemed unsafe.
- Immediately disconnect or turn off any device that poses a potential safety concern.

Safety standards

To help maintain a safe environment, please ensure your equipment meets the following standards:

- Devices and chargers must have safety certifications from a recognized testing laboratory (such as UL, ETL, or CSA). These labels indicate the equipment has been tested.
- Equipment must be used according to the manufacturer's instructions.
- Chargers must be designed for your specific device.
- Power cords must be in good condition and properly rated for your device.

Use of library outlets

Library outlets are primarily intended for library use. However, some limited use by the public is allowed. Please keep the following in mind:

- Patrons are responsible for the supervision and security of their items
- The library is not responsible for lost, stolen, damaged, or unattended devices
- Unattended items may be unplugged by staff and will be held at the nearest service desk for seven days. After this period, unclaimed items will be disposed of according to the library's lost and found policy.
- To ensure fair access for everyone, charging time may be limited.

Permitted devices and activities

The following devices may be used, powered on, or charged on library premises:

- Small personal electronics, such as laptops, mobile phones, and tablets.
- Public library equipment.
- Pre-approved equipment, such as for group use of a meeting room.
- Medical equipment, such as powered wheelchairs, oxygen concentrators, and other medically necessary devices.
- Assistive technology, such as screen readers, hearing aids, and other accessibility tools.
- Other devices needed for educational, recreational, or professional purposes may be permitted with prior approval from library staff.

Prohibited devices and activities

The following items **may not** be used, charged, or powered on in the library:

- Transportation devices, such as electric scooters, e-bikes, hoverboards, e-skateboards.
- Vaping or smoking devices (smoking is prohibited in the library and on library grounds).
- Devices with heating elements, such as space heaters, hair dryers, toasters, coffee makers.
- Devices with visible damage, such as exposed wires, crushed plugs, damaged cords.
- Homemade or modified devices.

- Fuel-burning devices, such as portable stoves, lighters, or hair styling tools that use butane or propane.
- High-power batteries, such as those for electric vehicles or power tools.
- Any item staff reasonably deems unsafe, including overloaded power strips or extension cords; devices emitting excessive heat, sparks, or smoke; devices creating a tripping hazard due to cord placement; or devices producing excessive noise or odors.

The above prohibited items may be brought onto the library property if they are powered off and do not obstruct any walkways or entrances.

Policy exemptions

- Library programs: With proper safety protocols, presenters, staff, and staff-supervised volunteers may use approved equipment for library programs, services, and activities.
- Staff use: Staff may use equipment for work or personal use.
- Licensed professionals may use any equipment for facility maintenance. If necessary, the work area will be closed off to mitigate safety risks to bystanders.
- Community groups: Not-for-profit organizations and groups using a library meeting room may use library or personal equipment with prior permission from library staff.

Safety responsibility

Everyone needs to use electrical devices and library equipment and outlets responsibly. While we take care in maintaining our equipment, the library is not responsible for damage to personal devices resulting from improper use or for personal injury or property damage resulting from the reasonable and proper use of library equipment.

Policy application

The library aims to work with all patrons to ensure a safe and positive experience. If a patron is not following policy guidelines, staff will discuss it with them. Staff procedures for handling minor infractions will be observed. Repeat or serious policy violations may result in removal from the library or suspension of library privileges.

Policy appeal

If a patron is concerned about this policy or its application, they may speak with a supervisor or senior staff member. If still unsatisfied, the patron may bring their concern to the Library Director or Acting Library Director. Further appeal of the Director's decision may be made to the Library Board of Trustees. The Trustees' decision will be final.

Policy review and updates

This policy will be reviewed annually and updated as needed.