

Computer and Equipment Policy

Anyone under the age of ____ must be accompanied by a parent or guardian while using library equipment or computers. Reservations for equipment or computer use can be made at the circulation desk, and without them usage is on a "first come, first served" basis. However, all patrons shall log in at the circulation desk prior to use to avoid conflicts with reserved times. If a user has not logged in at the circulation desk, that user will be required to give up the usage if a patron who has logged in or made a reservation is waiting.

The Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Use is limited to patrons in good standing (i.e., all fines have been paid, all overdue materials have been returned, any lost materials have been paid for, and the patron has a current local library card).

In addition, these rules apply for library computer use: Usage is limited to ____ -hour blocks. However, the patron may continue to use the computer in 15-minute intervals until another patron wishes to use it. If a patron is more than 15 minutes late for a reserved time, the computer becomes open. If a patron is less than 15 minutes late, the allocated time will not be extended to reflect the tardiness.

Copyright laws forbid duplication of copyrighted software. The Library may restrict the use of personal software on library computers. Library software shall not be copied and must be returned to the circulation desk before use of another software product. There is a charge of \$ _____ per page of printing from a library computer.