

POLICY TITLE: Adult Section Public Access Computer Policy

ADOPTION/LAST REVISION: Adoped 4-10-90

A. Purpose

The purpose of this policy is to provide guidelines for the public use of micro-computers in the adult section of the library.

B. Limitations of use

Because the number of microcomputers available for public use is limited, the use will be restricted to individual study and self-instruction. The playing of arcade type games is not permitted.

Users may schedule use up to one week in advance and may only book one period per day. A one and a half hour time limit will be set for each user. This time may be extended in thirty minute increments, if no other users are waiting. If a scheduled user is more than ten minutes late for the time scheduled they will forfeit their time to walk-in clients. If not forfeited, late users will be required to stop at the originally scheduled ending time.

Users must sign in at the Reference Desk before using the microcomputers and must surrender some form of identification (preferably a library card or driver's license) as security while using the computer. Users are required to sign out at the Reference Desk after use and to receive return of their identification piece.

The library requires that users under the age of 13 must be accompanied by an adult when using the microcomputers in the adult services area. No more than two persons will be allowed to use a single microcomputer at a time.

C. Software

Users may use library owned software free of charge or bring their own. Arcade type games are not allowed. Library software is for library use only; it does not circulate, nor can it be copied. The collection will contain basic educational and business oriented software. Library software may be accessed from menu selections provided from the microcomputer's hard drive.

Users will be allowed to bring their own software to use with the microcomputers. The Marshfield Public Library is not responsible for any damage to such software, incurred while using library microcomputers.

D. Instruction

Library staff will be able to provide limited instruction in the use of these microcomputers and the software available, but time will not permit extensive instruction.

E. Supplies

The library will have paper available, but blank diskettes will have to be provided by the client.

The printer may be used for printout of your programs -- word processing, spreadsheets, graphs, etc. You may not change the paper in the printer, or print mailing labels.

F. Respect for the equipment and other users

This equipment is delicate and expensive. Treat the computer and its component parts with care. Any mistreatment or damage to the equipment will be grounds for complete revocation of use privileges and individual may be held liable for damages.

Cooperation is expected. All persons are expected to cooperate with the procedures and guidelines. One warning may be given, but the librarian may ask any person ignoring any of the procedures or guidelines to forfeit his/her computer time.