

## PAULINE HAASS PUBLIC LIBRARY

### **POLICY: Library Computer Use (also see Public Internet Use Policy)**

Approved by Library Board: March 19, 2014

Desktop computers are provided in the open spaces of the adult and youth services areas of the library. Laptops are available in the adult area, which also contains one desktop computer in an enclosed room. These computers are meant for word processing, working with spreadsheets and databases, Internet access, and for other uses as the software provided with them allows.

1. Desktop computers in the adult area of the library are for the use of middle schoolers and adults (individuals ages 12 and up). Children ages 12 and 13 may choose to use the computers in either area, depending on their comfort level.

Laptop computers are available for use by individuals ages 14 and older.

2. Adults who are *not* accompanying children who are using the Youth Room, and who do not have special needs, must use the desktops and laptops in the adult area rather than in the Youth Room.
3. The library staff may not always be available to provide on-the-spot instruction or assistance with the software. Users who need extra assistance may schedule a 30-minute individualized instruction session with a librarian if staffing levels permit. Instruction is available through area colleges, such as WCTC and UW-Waukesha; the library carries the class schedules for these schools.
4. Computer use must cease at library closing time.
5. The user is responsible for providing a memory device for saving documents. Storage devices are available for purchase at the "Start Here" desk.
6. Security programs, in place on each computer, may prohibit some functions. Such restrictions may be inconvenient to some, but the library hopes that users will recognize that the inconvenience is not nearly as great as that of having data infected by a virus.
7. Only securely lidded beverages are allowed near computers, Food consumption is not allowed.
8. A librarian will attempt to fix hardware problems as time allows, but may be unable to help users with software problems. Malfunctioning software should, however, be reported to a librarian so that a computer technician can check, and if necessary, fix it.

9. The cost of repairing or replacing abused or damaged equipment or materials will be borne by the user.
10. The library is not responsible for any damage to user-owned materials or data used on library equipment.

### **Computer Room Use**

11. The computer room may be reserved up to one week in advance by individuals ages 12 and up, at the adult reference desk for time blocks of up to 1 1/2 hours; if no one is waiting for the room at the end of the reserved time, the user may continue to work until the room is needed. The computer room may also be used on a first-come, first served basis. Those whose time is up when another is waiting will be asked to vacate the room immediately.
12. The computer rooms are meant to be used by, and available to, as many customers as possible. No one individual or group may reserve a room on a frequent, regular basis if doing so interferes with use by others.
13. A computer room may be used by a maximum of two people at a time.

Adopted by Library Board: February, 1998  
Revised by Library Board: May, 2003  
Revised by Library Board: October 2006  
Revised by Library Board: December 19, 2007  
Revised by Library Board: June 17, 2009  
Revised by Library Board: March 19, 2014