

**Subject:** COMPUTER WORKSTATION POLICY

**Date:** April 12, 2007

**Pages:** 1 of 1

**Replaces Policy Dated:** N/A

**PURPOSE:** The District Library maintains workstations for public use, which include a variety of software programs, the online catalog, and Internet access. Patrons are expected to conform to the following conditions:

**STATEMENT OF POLICY:**

- Use of computers is on a first-come first-serve basis.
- Patrons may sign up for 1/2 hour of computer time. This time may be extended at the discretion of the staff.
- Children too young to use equipment properly must be accompanied by an adult.
- A maximum of two people may be at a single computer at any one time.
- Copyrighted programs are protected by law and may not be copied.
- Anyone engaging in disruptive behavior will lose any additional time allotted to them.
- Abuse or misuse of the equipment may, at the discretion of the staff, bar a person from future use. The patron may also be billed for the cost to replace or repair the equipment.
- Printing is available, refer to the fee schedule. Data may be saved to an appropriate device.