

LP 114 Computer Fair Use Policy

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General Rules:

- Where the age difference between child (***12 and under***) and teen is in question, ask and place a note in the patron's record. Just a simple kids or teen will suffice.
- Food and drink are not allowed near the computers.
- The Library phone is to be used by patrons only for calling parents, taxis, and extenuating circumstances. Use your discretion.
- Swearing and inappropriate language will be dealt with using the two-strike rule.*

Reserving Computers:

- **Only 2** computers may be reserved by patrons. The upstairs computer and No. 2 in the computer lab. This is to prevent the same patrons from monopolizing computers at certain times every day, and to allow “walk-ins” to have computers.
- **The one hour time limit starts at the time the computer was reserved for.**
- A patron has fifteen minutes to make it to the reservation. If they are over fifteen minutes late without calling, their reservation is forfeited.*
- If the patron calls to notify staff that they will be late (*get their estimated time of arrival*) their reservation will be held at the cost of their hour time limit. The reserved computer may now be used by other patrons until the reserving patron arrives.

- If less than an hour remains before the start of a reservation, patrons may be allowed to use the reserved computer as long as they are told and realize that they must get off at the time of the reservation.
- The upstairs computer should be used as the primary booking computer while computer No. 2 should be used as the primary tutorial computer.
- A first-come, first-served policy is to be used for all computers not reserved.

Computer Lab:

- The computer lab is to be used by 13+ year old patrons only.* (***Use Multilis notes.***)
- All computers have a time limit of ***one hour per day*** which **may** be extended at the discretion of the staff member. But not when patrons are waiting to use one.
- Additional time **may** be granted later in the day at the discretion of the staff member.
- Only **ONE** person per computer.*

15 Minute Computer:

- This computer is in the computer lab.
- This computer may be used by patrons of all ages.
- The computer has a fifteen minute time limit. If it's not busy, an additional 15 minutes may be granted at the discretion of the staff member for a **maximum of 30 minutes.**

Homework Computer:

- This is computer No. 8 in the children's room.
- The computer is to be used for homework and word processing only.
- **No games.**
- Patrons of any age may use this computer.
- Time limit is at the staff member's discretion.

Children's Room:

- These rules apply to computer No. 9 through 11.
- The children's room computers are to be used by children 12 and under **only.* (Use Multilis notes.)**
- These computers have a time limit of **one hour** which **may** be extended at the discretion of the staff member.
- Additional time **may** be granted later in the day at the discretion of the staff member.
- These computers can have more than one person per computer at the discretion of the staff member as there is more room in this area.
- During a busy day the computers may be used by older patrons for a **maximum** of 15 minutes. This time **cannot** be extended and the older patrons must yield to children.

Teen Room:

- The teen room computers are to be used by 13 - 22 year old patrons only.* (*Use Multilis notes.*)
- These computers have a time limit of **one hour** which **may** be extended at the discretion of the staff member.
- Additional time **may** be granted later in the day at the discretion of the staff member.
- Computers 3 & 4 may not be used for playing games but may be used for homework, browsing, chatting, etc.

Upstairs Computers: ***

- These computers are not for playing games.
- Both teens and adults can use these computers as long as they are **very quiet**.
- These computers have a time limit of **one hour** which **may** be extended at the discretion of the staff member.
- Additional time **may** be granted later in the day at the discretion of the staff member.
- The OPAC computer can be used as PAC only when all the other PACs are full.

Notes:

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County of Prince Edward Public Library & Archives

- Only one person is permitted on a computer at a time for three (3) reasons:
 - a) It helps to control noise.
 - b) It facilitates privacy. (A patron standing over their friend's computer is also standing over someone else.)
 - c) It is a fire and safety hazard.

- The reservation restrictions are used to keep contiguous bookings in place without disruption and to prevent computers from sitting unused.

- The first time the patron is warned (explain the rules if they were unaware) and the second time the patron will be asked to leave for the day. When asking a patron to leave it should be a polite question like asking someone to remove their shoes in your own house.

- If a patron who is 12 or 13 years old looks like they would be more comfortable in the opposite room, use your discretion. That patron must stick with his/or selection. Please note their decision in their notes.