 **Greenwood Area Library**

 **Computer Policy**

The Greenwood Area Library provides computer and wireless equipment as a courtesy to patrons. Computer privileges may be denied if library staff so deems. Policy will be posted at each workstation.

1. Patrons will **sign-in with first and last names**. Patrons will write the sign-in and sign-out time and computer number used.
2. Users age **8 or under must be accompanied by someone 12 or older at the computer** station being used.
3. Patrons are permitted access to a computer inside for no more

 than a total of \***2 hours in any 24-hour period**.

* Computer use is limited to\* **½ hour from 3:15pm -5:15pm** on school days.
* If all computers are in use, necessity takes precedence over leisure. Those involved in leisure activities will surrender the station. Staff will make final determination regarding this situation.

\*Staff has authority on extending time limits for those requiring more time for

 non-gaming/non-social media tasks.

1. One person per computer.
2. Respect the privacy of others.
3. Headphones must be used to listen to audio.
4. **Patrons are encouraged to “PRINT PREVIEW” before printing.**

**Patrons are responsible for paying for all pages printed.**

Black and White = 10¢ per side

Color prints = $1.00 per side

1. Patrons may be held responsible for damage or malfunction of equipment/chairs.
2. Patrons are encouraged to ask for assistance, but staff is not expected to teach computer operation skills.

 NO Food/Drink Allowed

Date Revised 4.20.23