

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IA

Computer Usage Policy

Public Computer policy

To use the library's public computer(s):

- Patrons and Guests must sign in (print clearly) at the Circulation Desk and log-in through Time Limit Manager. Guests need to note which city they live in.
- Sign in for 60 minute time frames, may be extended if no one is waiting at the discretion of the librarians on duty. Patrons can log in a second time if no one is waiting for computers.
- Children under 8 should be accompanied by a responsible person, and will be asked to leave if disruptive.
- The charge for printing is 10 cents for an 8-1/2 x 11" page for black and white copies your paper or ours. The cost increases for larger sized pages, proportionately, in addition color copies increase to 50 cents per page for 8-1/2 x 11" paper, and proportionately for larger sized pages. (See list of pricing attached to this policy)
- The number of people per station should not interfere with other patrons. The staff on duty will decide if the number of people at a single station is creating a problem for other library users. Neither children or adults should share chairs.
- A limited number of headphones are available for use, patrons are encouraged to purchase personal use earbuds.

Staff Computer policy

- All staff computers should have a password protected log-in
- Computers should be used in a secure User login, not administrative log-in
- Only paid staff or designated volunteers who are trained on the computers by authorized staff members, may use the staff computers
- No children or family members of employees should be on staff computers at any time, unless they have been authorized and trained. Any exceptions must be cleared with library director
- Social Media should be used primarily for library purposes during working hours. Personal pages may be viewed as part of employee personal break or lunch time.
- If in an emergency situation the only way a patron can access critical materials is through a staff computer, they should not be left unattended.

Adopted 9/1994

Revised 6/06, 6/09

Reviewed 12/11

Revised 12/12

Updated 12/14,10/18