

# **POLICY MANUAL**

## **Fallon County Library Baker MT**

### **Computer Policy**

Fallon County Library supports sixteen computers, all of which have access to the Internet. Ten of them are designated as public access, including the OPAC (On-line Public Access Computer) computer. The remaining six computers are for the sole use of the director and the staff.

Below are the guidelines for the **public access computers** as set by the Board of Trustees:

1. Adults and children aged five or older may use the computers.
2. Computer access will not be allowed if a patron has Damaged, Lost, or Overdue Materials, until returned and/or paid for.
3. Prior to using a library public access computer, minors must have in place an Internet Access Permission for Minors slip signed by either a parent or a guardian.
4. If all public access computers are in use and patrons are waiting, a time limit of 30 minutes may be set.
5. Research requirements and homework assignments will take precedence over other computer usage. This will be at the discretion of the staff.
6. No computer accessories are to be inserted into Library computers without being scanned. Failure to comply with this rule will result in loss of computer privileges.
7. Abuse of computer hardware and software will result in loss of computer privileges.

**Reviewed/Approved: 08/01/2017**