Dunkerton Public Library Policy: **Computer Policy**

Adopted: September 29, 2011 Revised: Revised May 31, 2017

1. The computer may be used by the public on a first-come first-serve basis. No telephone reservations will be taken.
2. Patrons should have knowledge of how to use the computer. The library staff will give a short orientation to first-time users and lend assistance whenever it is needed. However, our role is one of guidance, rather than instruction. Persons wishing to learn how to use the computer may inquire about classes or instruction manuals at the circulation desk.
3. A sign-in log is kept at the circulation desk. Users must check-in at the desk prior to using the computers.
4. The computers are available for 30 minute increments. If, after 30 minutes, no one is waiting, a patron may continue to use the computer until the next patron requests use of a computer. Patrons working on school or work related projects will be given priority and not asked to leave after 30 minutes.
5. Only two people may be seated around a computer at a time.
6. Laptops and iPads are available for in-library use. Children under the age of 18 must be seated at a cubicle or table when using a laptop. These laptops and iPads will be checked out to patrons with valid library cards. The borrower is responsible for any damage done through negligence.
7. Patrons may not download anything onto the computer’s hard drive without express permission from the library director. However, patrons MAY download content onto their own flash drives.
8. Patrons may bring their own software disks to use on the library’s computers; however, the library is not responsible for any damage done to their disks. Furthermore, we reserve the right to ask a patron to remove a disk which is too noisy for the library environment.
9. Printing is available for a small fee.
* Black & White Printer:10¢ per page (10¢ single sided, 20¢ double sided).
* Color Printer: 25¢ per page (25¢ single sided, 50¢ double sided).

Revised: May 31, 2017

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Curt Thomas, Board President