

## Adult Computer Use Policy

All patrons **must** sign in at the Circulation Desk and show their library card or driver's license.

Adult computers are available to Brookhaven Free Library cardholders in good standing, and who have completed 6<sup>th</sup> grade, or are at least 12 years old, on a first-come, first-served basis.

The following restrictions apply:

- All computer users must sign in at the Circulation desk.
- Patrons may receive up to **one hour** of time. At the end of that hour, he/she may remain on the computer for another hour, assuming no one is waiting to use it.
- Patrons are limited to **two** consecutive hours of computer usage.
- Patrons may not sign up for computer usage more than 2 weeks in advance.
- Patrons may only sign up for two consecutive weeks of the same time slot.
- If printing is required, the first 10 pages are free. There will be a charge of 10 cents for each page thereafter. Fees are to be paid at the circulation desk.
- Children who have not completed grade 6 are asked to use the computers in the children's room.
- Children under 12 years of age, and accompanied by a parent or guardian, may use an adult computer **if there are no adults waiting**, provided the parent stays with them at all times. Such children may be asked to vacate the computer if an adult needs to use a computer and there are no other vacancies available.

Non-Brookhaven cardholders may use the computers after signing in at the circulation desk and showing a library card or driver's license under the following conditions:

- They are not delinquent at another library.
- Computers are not already in use by Brookhaven cardholders.
- They may receive an hour of computer time upon signing in. At the end of that hour. They may receive an additional half hour at a time (up to one hour total additional), provided that no one else is waiting.
- Computers may not be reserved ahead of time.
- After the first 10 copies, which are free, printing costs 10 cents per page. Fees are to be paid at the Circulation desk.

The library staff is not responsible for providing computer instruction, but will assist with troubleshooting when possible, and when appropriate.

The library staff reserves the right to demand that any patron who does not adhere to this policy relinquish use of the computer. Staff members may, in addition, require that patrons exhibiting poor behavior leave the building. Computer privileges may be revoked at the discretion of the Director.

All patrons using the internet agree to follow the Brookhaven Free Library Internet Acceptable Use Policy.

*Approved 06/16/08*

*Amended 10/09/08*

