

Procedures for Computer use

1. **Filtered Internet access in the Youth Services Department** will be available to patrons of any age.

Patrons with a library card will be limited to 90 minutes use per day. Patrons will be required to login with their own library card number in order to use the computers with internet access. Visitors who do not have library cards and patrons without their card or picture ID who request temporary access will be limited to 1 hour use per day.

2. **Filtered Internet access in the General Collection area** will be available only to adults, patrons 17 years of age or older, or minors who are accompanied by their parent or legal guardian. The filter may be disabled upon signed request by patrons 17 years of age or older.

Patrons will be limited to up to 6 hours with adult library card or 90 minutes use per day with youth library card. Patrons will be required to login with their own library card number in order to use the computers with internet access. Visitors who do not have library cards and patrons without their card or picture ID who request temporary access will be limited to 1 hour use per day.

In order to use these Internet computers in the General Collection area, patrons may be required to show the following:

- Michigan or out-of-state ID with picture and birth date
- Michigan or out-of-state Driver's license with picture and birth date
- Any other picture ID AND a valid Lakeland Library Cooperative library card verified by checking the database
- Parents or legal guardians must verify in writing that they are the parent or legal guardian of the minor child and must remain with the minor for the duration of the time the minor is using the General Collection area computers. The parent and minor child can work on computers side by side. The only way a minor child can work on an unfiltered computer is if their parent or guardian is working directly with them on the same computer.
- If a parent or legal guardian requests that the filter be disabled while he/she is working at the computer with a minor under the age of 17, the parent takes responsibility for the child's access to the unfiltered computer and must remain with the child.

3. **Computers in the Technology Lab** will be available for use with Microsoft Office functions, scanning, or other programs set up by the library staff. Computers in the Tech Lab, other than the iMac, will not have internet access except by special request of patrons or for use during computer classes. Patron use per day will not be limited on these computers except when internet use is made available for patrons by special request. Internet access by patrons in the Tech Lab will be filtered. The iMac in the Tech Lab can be checked out for up to 3 hours per day.

The iMac and other equipment in the Tech Lab is not available for general use when the room is reserved for classes or other special uses.

4. Patrons with outstanding bills or overdue items may be denied use of library computers until the bills are cleared.
5. Printing is available for \$.10 per page. Cards for the Print Release station are available for purchase in the Copier Room and at the Adult Computer area.
6. Please report promptly to library staff any problems with computers or printers.

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Public Computer use with the Time-out software in place

Patrons will be required to login with their own library card number in order to use the computers with internet access.

Computers in the Youth Services area will have filtered internet access. Patrons will be limited to 90 minutes use per day with their library card. Visitors who do not have library cards and patrons who request temporary access will be limited to 1 hour use per day.

Computers in the Adult Collection area will have filtered internet access. Patrons will be limited to up to 6 hours use per day with an adult library card, and patrons under 17 years of age, accompanied by a parent or guardian will be limited to 90 minutes per day with a youth library card. Visitors who do not have library cards and patrons who request temporary access will be limited to 1 hour use per day.

Computers in the Tech Lab will be available for use with Microsoft Office functions, scanning, or other programs set up by the library staff. Computers in the Tech Lab will not have internet access except by special request of patrons or for use during computer classes. Patron use per day will not be limited on these computers except when internet use is made available for patrons by special request. Internet access by patrons in the Technology Lab will be filtered. Computers and equipment in the Tech Lab is not available for general use when the Tech Lab reserved for classes or other special uses.

The iMac in the Tech Lab can be checked out for up to 3 hours per day, and will have filtered Internet access. Reference staff will monitor use of the iMac and keep a waiting list if needed.

Patrons will be required to login with their own library card number in order to use computers with internet access. Login authentication software will determine the length of time allowed to that patron. Patrons with delinquencies above the set thresholds will be required to clear delinquencies before receiving internet access on library computers.

Visitors who do not have library cards, and patrons who do not have their library card with them or a picture ID, will be required to sign up at one of the service desks to receive temporary access. These patrons will be limited to 1 hour internet use per day.