

WORD PROCESSOR POLICY

- Word processors may be used by adults, high school and junior high school students, and elementary school students in the fifth and sixth grades.
- **Since library staff cannot provide extensive help with word processing, individuals needing assistance must bring someone with them who can help them with their project.**
- No more than two people at one time will be allowed at each word processor.
- Games will not be permitted on the word processors.
- **Cell phone use at the public computers is prohibited except in special circumstances determined by the staff.**
- Blank diskettes are available at the Circulation Desk for a minimal charge or you may bring diskettes or flash drives from home to use.
- You **may not** use your own software programs on word processors.

Misuse of equipment or failure to abide by computer use policies will result in termination of computer privileges.

SIGN-UP: Patrons must make a reservation at the Circulation Desk to use a computer. Patrons may have a reservation for only one computer, whether word processor or Internet, at a time.

- Phone sign-ups for the waiting list are not allowed.
- Patrons may not be on the waiting list if they are presently using a public computer.

ACCESS: Access will be determined on a first come, first served basis. Public computers cannot be reserved for specific times.

- If the computer for which a patron has a reservation becomes available early and the patron does not claim it immediately, the patron's reservation will not be lost but remaining time from the previous session may be given to another patron.
- Please respect the privacy of others and wait away from the computer area for your reservation time.
- **If a patron is more than ten minutes late logging in to his computer, his reservation will be automatically canceled.**

TIME LIMITS:

- Patrons can use the word processing computers for a maximum of two hours per day Monday through Saturday and one hour on Sundays.
- No new sessions on any computer will begin within a half hour of closing time.
- All computers will be turned off 15 minutes before the library closes each day.

PRINTING: Charge for printing is 10¢ per page.

- Black and white printing only is available
- All printing must be picked up at the Circulation Desk and paid for at that time.
- Patrons must pay for all pages printed.
- All print jobs will be purged at the end of the day

February 4, 2003

[Internet Policy](#)

[Childrens' Computer Policy](#)