BARTLETT PUBLIC LIBRARY DISTRICT
PUBLIC ACCESS COMPUTERS POLICY

- Patrons are welcome to use the Library's public access computers. Those who do not have a card registered with the Bartlett Public Library District may use an express computer. Patrons may also access the computers with a guest pass. The express computers are available for up to 15-minute sessions at which point the computer will automatically restart.

- Patrons who have a Bartlett Public Library District card or have a card from another Library and have registered their card for reciprocal borrowing privileges with the Bartlett Public Library District may use the Library's public access computers.

- Those who have Bartlett Public Library District fines higher than $15.00 will not be able to use the Library's public access computers.

- Patrons must use the Library's computer time management scheduling system to use a public access computer.

- Patrons may schedule up to one-hour sessions on a public computer; if no other patron is on the reservation waiting list, additional time can be added in fifteen minute increment by the user when prompted by the computer. No more than a total of four hours per day may be used by a patron. The time management scheduling system will shut off a public access computer after four hours of use or 5 minutes before Library closing time. Computers automatically issue warnings when the daily usage is about to elapse.

- A user can extend the usage period if he or she is taking an exam. The user must provide supportive documentation on the need for the extension. Please talk to a Library staff member before you log on if you are taking an exam and anticipating using the computer for more than one hour.

- All public access computers will automatically shut off 5 minutes before closing.

- The computers are intended for individual use. However, the user may be assisted by one other individual.

- The computer lab will not be available when it is being used for a Library program or by an outside organization approved by the Library.

- Wireless access is available for those who wish to bring their own devices to the Library. Library staff cannot provide technical support for those who use their own devices.

- Installing software on the Library's computers is prohibited. All non-essential computer files will be deleted on a regular basis. Copyright laws forbid the unauthorized duplication of any copyrighted software.