

# **USE OF LIBRARY PROVIDED PERSONAL COMPUTERS**

## **POLICY QUESTIONS TO ADDRESS**

1. For what purposes, other than accessing library information or the Internet, may library customers use library provided personal computers (PCs)?
2. How does the provision of PCs for public use support the library's goals and objectives?

## **REGULATIONS QUESTIONS TO ADDRESS**

1. May any library customer use library provided personal computers? If not, who is eligible to use them?
2. Are there guidelines for the use of library-provided PCs? If so, please attach a copy.
3. What should a staff member do if he or she sees a library customer not observing the PC use policy?
4. Is there a charge to use a library PC? If so, what is the charge? How and when is it collected?
5. Is there a time limit on how long an individual may use a PC at one time? On one day? Other period of time?
6. If there is a time limit on how long an individual may use a PC, does it vary based on the intended use of the PC? If so, what time periods are associated with what activities?
7. Must library customers sign up to use a PC? If so, how is this accomplished?
8. May a library customer reserve a PC at a designated location for a specific time period? If so, how is that accomplished?
9. What assistance, if any, will staff provide with basic start up operations?
10. What assistance, if any, will staff provide with software applications?
11. Are there restrictions on the types of things that customers may do on a library-provided PC? For example,
  - a. may customers store files on the computer's hard drive?
  - b. may customers load software on to the library's pcs?
  - c. may customers download free software to the library's pcs?
  - d. may customers use programs that make sounds that might be heard by other library customers?
12. How are library customers made aware of restrictions on PC us?
13. What should a member do if he or she sees a library customer not observing the PC Use Guidelines?
14. Does the library allow customers to print from library-provided PCs?
  - a. If the library allows printing from library PCs, is there a per page charge for printing? If so, what is the charge? How and when is it collected?

- b. If the library allows printing, may customers supply their own paper? If there is a charge for printing, is the charge lower or eliminated if the customer provides his or her own paper?
- 15. Is it possible for customers to save their work on computer disks? If so, will the library provide one or sell one to a customer who has forgotten to bring one to the library?
- 16. How does a customer request that additional software be made available on library provided PCs? What process will the library follow to evaluate this request?
- 17. If the library provides PCs at more than one facility or at more than one location within the library, are different regulations observed? (For example, are the PCs in the children's room to be used only by children and their caregivers? Or, is the time period that one can use a PC vary from branch to branch depending the number of PCs that are available?)

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