

HOPE COMMUNITY LIBRARY

PATRON COMPUTER POLICIES AND PROCEDURES

The library offers free unsecured wi-fi for any patron using a personal device (i.e. smartphone, tablet, laptop, etc.) inside or outside. Three laptop patron computers are available for patron use in the library. Computers are to be taken from and returned to the vault by library staff only. Usage is collected electronically, compiled, and reported in the annual State Library Survey. Time on a patron computer is limited to 30 minutes, but may be extended if no one else is waiting.

Middle school and high school youth with a library card may use the computers unsupervised by a parent or adult legal guardian. Younger children with a library card must be directly supervised by a parent or adult legal guardian using the computer for the first time during a 30 minute session. The Computer Permission and Liability Form must be completed and signed by the adult to permit further unsupervised usage. A photocopy of the adult's valid photo ID will accompany the form. This form will be kept on file, and the information will be noted on the back of the child's library card.

Computer privileges may be suspended at any time by any staff member due to inappropriate or destructive behavior. Reinstatement will be determined by the library director.

Pages may be sent to the wireless printer from any patron computer. Cost is 10 cents for each black and white print, 25 cents for each color print.