

## Computer Use Guidelines

Approval History:

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### **Please read the guidelines below before reserving a computer**

To reserve a computer, you must have a valid Greater Sudbury Public Library card and a PIN. If you do not have a PIN, you may obtain one by calling or visiting any location of the Greater Sudbury Public Library. If you are a visitor to Greater Sudbury and would like to access the Internet or a word processing station, temporary access codes are available (with proper identification) from Library staff.

You may reserve a computer for a maximum of two hours per day, to ensure that more customers have access to the computers.

Internet sessions are one hour in length. Word Process sessions are two hours in length. By booking two back-to-back sessions on the same workstation in advance, you can ensure a two-hour session on an Internet station that will not log you off after 60 minutes.

Reservations can be made from any computer that has access to the Internet, within the Library or even from home and work.

Only the cardholder who made the reservation may use the booked computer.

Patrons must use their own cards to reserve or access computers. Staff may ask patrons to show their cards or other identification. If you do not have your library card with you and would like staff to write down your barcode for computer use, you must have identification with your name on it.

Reservations may be made up to 3 days in advance.

You may reserve computers by type (word processing or Internet) for specific Greater Sudbury Public Library locations.

If you are late for your reserved session, you may login within 10 minutes of your start time. If you do not login within this time, your session will be cancelled. If you login within 10 minutes, your session will be reduced by 10 minutes.

You will receive a warning 10 minutes and 2 minutes before your session expires and the computer logs you out.

You will be automatically logged out of the computer when your session expires. You must log out if you finish your session early.

Computer use is limited to one user per workstation, to reduce disruptions to other library patrons.

Patrons must login to a designated Internet workstation to access the Internet. Internet browsing is strictly prohibited on catalogue workstations.

Catalogue workstations are intended for use by patrons wishing to search the Library catalogue or to make use of databases/search engines that the Library subscribes to.

Users are expected to have a basic knowledge of computers to use computer workstations at the Library. Staff may provide information on training, tutorials and other resources for beginners.

Users may not remove or adjust privacy settings on computer workstations.

Users may borrow computer accessories for use within the Library by providing a valid library card. Failure to return these items in good condition will result in items being billed to the borrower's account. Accessories include: headphones; USB flash drive.