

ADMINISTRATIVE POLICY MANUAL

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Section: Service

Subject: Public Computer Workstations

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Summary: This document outlines the guidelines for the public computer workstations at the Olathe Public Library.

Policy:

The Olathe Public Library provides computer workstations at each location for public use. These workstations include the library's on-line catalog, electronic databases, various software applications, and Internet access. In order to maintain an equitable computing environment the library utilizes software for sign-in, reservation, and timing of computer use. Library customers need to have a valid Olathe Public Library or Johnson County Library card and Personal Identification Number (PIN) or a Computer Use Only Card in order to access the computer workstations. No Computer Use Only Card will be issued to anyone under the age of 16 unless granted permission by a parent or guardian who is present with the child.

Library staff will try to rectify hardware problems but are not trained to instruct customers in software. Problems may not always be immediately resolved.

The library reserves the right to set rules or revise this policy as needed to promote equitable computer use and protect library equipment.