

# **Lyons Public Library Equipment & Computer Use Policy**

Reviewed Annually

The Lyons Public Library provides public access computers for Internet access, word processing, etc. Use of the computers is open to anyone who properly qualifies.

## **General Guidelines for Computer Use**

Use of the computers is limited to patrons in good standing.

Use of the computers is free to Lyons residents who hold a valid Lyons Public Library card in good standing. All other patrons may use the computers at a cost of one dollar per hour (limited to two hours per day).

Patrons are limited to two hours per day.

Usage is on a first-come, first-served basis.

Patrons may save onto a USB Drive that is available at the circulation desk, for use inside the library only.

Computer printouts may be made for \$.10 per page for black and white copies, and \$.50 per page for color copies.

Patrons are expected to have knowledge of computers and the programs they wish to use. The library staff cannot provide individual instruction in the programs or the computers.

Patrons may attach personal devices to the public computers (e.g., USB drives and discs).

Patrons may not save to the computer's hard drive.

Patrons are not allowed to alter the configurations, change the settings on the computer or install any software.

Patrons must finish and leave the computer areas fifteen minutes before the library closes.

Policy approved on  
April 8, 2014