

## **COMPUTER & INTERNET USE** (local addendum to CCLS policy)

Phoenixville Public Library provides Library customers use of computers and laptops for the Chester County Library System's online catalog, Internet access, word processing, and a variety of tutorials and games. The Library provides access to the Internet through Chesconet and the Chester County Library System. These services are available to customers at no cost, with the exceptions of printing and the purchasing of disks and flash drives (see "Fees" below).

### **Guidelines**

Computer workstations in the Computer Center, the Children's Library, and in the Young Adult room are controlled by Envisionware PC Reservation and Print Management software. They are available during regular library hours and shut down automatically 15 minutes before Library closing time.

A patron must use their valid Chester County Library System card barcode number to log on to a computer workstation. A patron may obtain a guest pass from the Circulation Desks if they are not eligible to obtain a library card. Patrons in collections or owing at least \$10.00 in fines on their Library account are blocked from using a computer until their fines have been cleared or their items have been returned.

Public computers are available on a first-come, first served basis. In the Computer Center, the next available computer may be reserved at the Print Release/Computer Reservation station. Patrons using their library card barcodes are entitled to two 60-minute sessions per day (or 120 minutes maximum) at all Computer Center and Young Adult room computers, or two 30-minute sessions per day (or 60 minutes maximum) on Children's Library computers, or two 30-minute sessions per day (or 120 minutes maximum) on the Scanner/Express computers in the Computer Center.

When a patron's session is complete, extended time is granted automatically if that computer has not been reserved or other computers are available in that particular location. A patron may also request additional time from staff at the Circulation or Reference Desks. A guest pass entitles the user to a maximum of 60 minutes' computer usage per day.

A patron can end their session before the time limit has been reached and can suspend a session if they must leave the computer for a brief period of time.

To use computers in the Computer Center, children below age 13 must be accompanied by a parent or legal guardian, who must sign in with their library card.. Children above age 12 may not use computers in the Children's Library. Adults may not use computers in the Children's Library unless accompanied by a child, who must sign in with their library card. Computers in the Young Adult room are limited to patrons ages 13 through 18.

No more than two persons at a time are permitted at any computer workstation.

Library laptops may be checked out from the Adult Circulation Desk for use only in the Adult Library. A photo ID and valid library card are required.

### Fees

- Printouts – 25 cents/page, payable at Print Release/Computer Reservation station in Computer Center for Computer Center and Young Adult room computers; payable at the Children's Circulation Desk for Children's Library computers.
- Disks -- 50 cents/disk, available at the Circulation Desks.
- Flash drives -- \$8.00 ea., available at the Circulation Desks.