# Winter Haven Public Library
# Guidelines for Public Computer Use

The Winter Haven Public Library provides computers which allow public access to a variety of electronic resources, including databases (the library catalog, magazine indexes, encyclopedias and business directories), productivity software (word processors, spreadsheets, etc.), and the Internet (see the Winter Haven Public Library Internet Policy).

## Age Requirements by Department

- Adult computers 18 years and older
- Children's Department Computers & iPads 17 years and younger
- Chromebooks 12 years and older with library card/valid ID

## Cardholder Time Limits

### Public Computers:

- Library cardholders from any Polk County library in good standing are entitled to a total of **90 minutes** of computer use per day.
- *Staff may not manually extend time.*
- If more time is required we recommend a patron check out a Chromebook if library hours and availability permits.
- Computers shut down automatically fifteen (15) minutes before the library closes.

### Chromebooks

- Library cardholders from any Polk County library in good standing can check out a Chromebook for **120 minutes.**
- Chromebooks may be renewed up to two (2) times if Library hours permit and not in demand.
- Chromebooks must be returned fifteen (15) minutes before the library closes.

### Children's iPads

- iPads require no log in with a library card and have **no time limitation** (as long as library hours permit)
- Only children under the age of 17 may use the iPads in the children's department

## Computer Equipment

Computer workstations are for individual use only. In some cases, it may be necessary for two or more people to work together. However, if the activities of a group interfere with the effective use of the library by others, group members will be asked to correct the behavior, or leave the computer area.

Use of headphones is required when watching or listening to anything with audio. Headphones are provided if needed.

Users who damage computer equipment will be held financially responsible for costs incurred for repairs or replacement.

## Fines/Fees

Patrons owing ten dollars ($10.00) or more in library fines and/or fees will be blocked from computer usage until paid in full.

## PC Reservation Station

- Patrons must reserve a computer by entering their library card barcode and their last name in the PC Reservation Station.
- Computers will be assigned based on the next projected available computer.
- Reservations are for **90 minutes** of computer use.
- *Staff may not manually extend time*
- Only one reservation may be made at a time.

## Guest Passes

- Guest passes are not available to existing cardholders.
- A current ID with name and address must be shown.
- Guests are given **90 minutes** of computer use.
- *Staff may not manually extend time*
- Guests may only use one (1) guest pass per day.
- Guests 17 & younger must provide a photo I.D. or have a parent/guardian present to obtain a guest pass.

## Login Information

Card holders must use their own personal login information. Using someone else's login information, without their permission, will result in the blocking of computer use for all involved. When permission is obtained, the patron whose identification is being used must remain at that computer during the entire session.

Patrons may log into only one (1) computer at a time.

## Downloading and/or Installing Files

Downloading and/or programs or malicious files on library computers, is prohibited. Files saved to computers will be deleted upon session end.

## Saving to the Computer

Documents, pictures, etc. are saved to the computer at your own risk. It is strongly advised, for your security, that you delete your files prior to the end of your session. Documents saved to the computer may be deleted upon session end. Consider saving to a USB drive, or emailing the file(s) to yourself.