

## **Henderson County Public Library Adult Computer Lab Policy**

- 1. All patrons are guaranteed 1 Internet session of up to 60 consecutive minutes per day.**
  - a. Patrons are given their choice of unoccupied computers. Other patrons will not be asked to terminate their Internet sessions when there are unoccupied computers available.**
  - b. Patrons who leave their Internet session before 60 minutes have passed are not guaranteed any more time for that day. This includes patrons who sign in for computers that have reservations within the hour.**
  - c. Patrons who have already used their guaranteed Internet session may be asked to terminate their Internet session for a patron who has not used the Internet that day.**
  - d. Patrons who have used their guaranteed 60 minutes per day may only sign up for Internet computers that are not occupied.**
  
- 2. Patrons may make 1 Internet reservation per day for their guaranteed 1 Internet session of up to 60 consecutive minutes.**
  - a. Reservations will be made in half-hour increments only.**
  - b. Reservations will not be made for a specific computer.**
  - c. If you are ten minutes late for your reservation, it may be cancelled if other patrons are waiting to use the computers.**
  - d. Patrons who do not accept the computer offered for their reservation may not make other reservations for that day.**
  
- 3. There may be no more than 2 people per workstation at a time.**
  
- 4. Patrons exhibiting disruptive behavior (i.e. loud talking, laughing, etc.) may be asked to leave the Computer Lab.**
  
- 5. Library staff are able to offer searching suggestions and answer some questions, however, they cannot provide in-depth training on Internet and personal computer use.**