# Computer Use Policy

**Revised April 2023**

Patrons must have their valid library card present to use any CCPL computer. All patrons using computers must adhere to CCPL's Acceptable Use Policy, and any patron in violation of the Policy will be asked to leave the computer area and may be suspended from computer use for an amount of time deemed appropriate by the library director.

1. Patrons between the ages of 10 and 17 may use the desktop computers only if their responsible party has given written permission on the child's application card.

2. Children 12 and under are welcome to use the computers in the children's area.

3. <u>Teens (13-17) are welcome to use the computer in the Young Adult area.</u>

4. Users are allocated 60 minutes of Public computer use time per day. Extra time will be given in 15-minute increments if there are resources available. No more than 30 minutes of extra time is allowed per user per day. Time may be extended in special circumstances if approved by a CCPL staff member.

5. Laptop computers, when available,  may be checked out by patrons over the age of 18. Library laptop computers may only be used within the confines of the Library for a total of two hours per day. Laptops will be checked out to the patron's account for the duration of use on a first come, first served basis. Additionally, CCPL staff will hold the patron's driver's license or other state-issued ID while the laptop is in use.