

CHILDREN'S COMPUTER POLICY

The Polk City Community Library Board has approved the following policy for the use of the children's computer.

The children's computer was provided by a donation through the Polk City Kiwanis.

Rules and Guidelines for children's computer use:

1. Children 3rd grade and above can use the computer without adult help. If the child has any questions, they must come to the desk to ask the librarian on duty. Children 2nd grade and under must be accompanied by an adult.

2. Only one child on the computer at a time. Other children and adults must use consideration when a child is on the computer. No bothering the child on the computer.

3. Users are limited to 20 minutes per session. Child must check in and out at the circulation desk. The computer is on a first come, first serve basis. Children cannot request time over the phone. Child must be present to request time. A child may request additional time (another 20 minutes at a time) if no one is waiting. It will be the librarian on duty to tell the child when their time is over.

4. Librarian will put disc in at the start of session and remove the disc when time is over.

5. Headphones must be worn when using the computer. Librarian will provide user with clean headphones. Headphones will be cleaned after every use.

6. Computer cannot be used during programs i.e.: story times, snack attack and other events.

7. No outside games can be used. Strictly educational games will be provided by the library.

8. Children's computer is not internet access or word processing computer.

9. Children on the computer must also follow the Internet Policy.

10. Children wanting to use the computer must understand the Children's Computer Policy and the Internet Policy. They will need to sign a form stating that they understand the policies and procedures before they can use the computer. This form will be on file at the library.

11. Computer will be turned off one hour before closing during the week and ½ hour on weekends.

Upon the discretion of the Library Director, the children's computer policy may be overridden.