

## **ROLFE PUBLIC LIBRARY ELECTRONIC DEVICES PROCEDURES**

### **Electronic Device Sign-Up**

- Patron must be in good standing with the library with no fines or overdue material.
- Patron must sign in when you use an electronic device.
- Patron must use only the electronic device you are signed up for.
- Patron may use the electronic device for a half hour.
- Adults may reserve an electronic device for one day in advance (by phone or in person). If you are 15 minutes late for your appointment, you lose your reservation.

### **Homework and Business Has Priority**

- Adults or kids doing homework or business have priority.
- A librarian may ask you to get off the electronic device if you are playing games or there are not enough electronic devices to go around.

### **Good Behavior Is Important**

- The space in the computer area is limited. If you are not sitting at a computer, you are not allowed in the area.
- Please talk quietly in the computer area. It is not a place for socializing.
- Two people may work together quietly on homework or business. Parents are always welcome!
- If you are listening to anything with audio, please use headphones.
- No Chat rooms allowed.

### **If these rules are not followed:**

You will be asked to leave for the day.

### **If you are disrespectful:**

You will lose your electronic device privileges for a week.

### **If you are viewing inappropriate material:**

You will lose your electronic device privileges for a month or more at the discretion of the Library Director.