

## **Computing Resources Policy**

- 1.** Computing resources include all computers, related equipment, software, data, and local area networks for which the City and College are responsible, as well as networks throughout the world to which the City and College provide computer access. Patrons are responsible for legal, moral, and ethical conduct in the use of computing resources. Patrons are required to abide by the library's Code of Conduct and all applicable federal, state and local laws when using the library's computers and networks.
- 2.** Normally there is no time limit for computer use. However, when patrons report an immediate and urgent need for using a computer for academic, research, governmental and related communication and information access, and no computers are immediately available, the library staff may in those circumstances require patrons engaged in purely recreational use of the computers to yield their computer time. A limited number of computers on the second floor are designated solely for research and academic activities. Recreational use of these computers is not allowed.
- 3.** The library uses an automated computer management system for access to the computers. To use the computers patrons must meet one of the following conditions:
  - have a valid Pinellas Public Library Cooperative (PPLC) library card, OR
  - be a currently registered St. Petersburg College student or University Partnership Center student and in possession of a Student ID Number, OR
  - have a Computer Access Only card. The Computer Access Only card is free and will be issued to anyone presenting current photo identification at the Circulation Desk.

- 4.** Computers in the children's room on the first floor are for the use of preschool through 7th grade children. If a computer is available, parents and caregivers aged 14 and older who are accompanying their children may use one. If a parent or caregiver is using a computer in the Youth Services area and a child in 7th grade or younger is in need of one, the adult must yield the computer and move to computers outside of the Youth Services area. If such adults' children are under age 10, then the children must accompany the adults outside of the Youth Services area. Children aged 10 and under may not be left anywhere in the library at any time. No one unaccompanied by a child in 7th grade or younger may use the computers in the Youth Services area. If children are using computers in the "common area" of the second floor while computers are available in the children's room, library staff may require them to transfer to the children's room computers (accompanied by a parent or adult caregiver) during periods of high demand.
- 5.** Computers in the teen room ("The Zone") on the second floor are for the exclusive use of middle school and high school students. If such students are using computers in the "common area" of the second floor while computers are available in the teen room, library staff may require them to transfer to the teen room computers during periods of high demand.
- 6.** Disabled patrons have first priority use of computer stations for the disabled. During periods of high demand, if an able-bodied patron is using a disabled computer station, library staff may require that patron to yield to a disabled patron.
- 7.** The library does not reserve computers. Patrons may not post notices or leave personal belongings at a computer station to "hold" a computer more than 15 minutes, or prevent other patrons from using an unoccupied computer. Library staff will consider a computer station left

unoccupied by a patron for more than 15 minutes to be vacated and available for other users.

- 8.** The library assumes no responsibility for personal belongings left at a computer station. Persons leaving belongings unattended do so at their own risk. If personal belongings are left at an unoccupied computer station for more than 15 minutes, library staff will request College Security to remove any personal belongings to a secure location for reclaiming by the owner.
- 9.** Patrons should report any computer malfunctions to the nearest library staff member. Patrons may not attempt repair on public computers or place signs indicating that any computer is out of order.

Amended 7 January 2006 -- Approved by Library Advisory Board  
Amended 24 January 2011 -- Approved by Library Advisory Board  
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