SSCHPL
Steger-South Chicago Heights Public Library

Equipment and Computer Use Policy

The Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Use is limited to patrons in good standing, i.e., all fines have been paid, all overdue materials have been returned, any lost materials have been paid for, and the patron has a current local library card.

Anyone under the age of 8 must be accompanied by a parent or guardian while using library equipment or computers. Reservations for equipment or computer use can be made at the circulation desk, and without them usage is on a "first come, first served" basis. However, all patrons shall log in at the circulation desk prior to use to avoid conflicts with reserved times. If a user has not logged in at the circulation desk, that user will be required to give up the usage if a patron who has logged in or made a reservation is waiting.

In addition, these rules apply for library computer (non-Internet) use: Usage is limited to 1 hour blocks, however, the patron may continue to use the computer in 15 minute intervals until another patron wishes to use it. If a patron is more than 15 minutes late for a reserved time, the computer becomes open. If a patron is less than 15 minutes late, the allocated time will not be extended to reflect the tardiness. Copyright laws forbid duplication of copyrighted software. The Library may restrict the use of personal software on library computers. Library software shall not be copied and must be returned to the circulation desk before use of another software product.

The policy for computer use in the Youth Services Department is as follows: during the school year children may use the computers for 1 hour per day. If there are no children waiting then they may extend the time by 15 minute increments. On Saturdays, holidays and school breaks children may use the computers 1 hour per day and then extend the time by 15 minute increments, and may have another 1 hour session so long as it is not sequential to the prior use. All cards must be fine free and it must belong to the child who is using the computer.

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