



ADMINISTRATIVE POLICY MANUAL

Document Number: 30-015-00

Section: Service

Subject: Children's Game Computers

Effective Date: March 24, 1999 (Rev. 11/16/11)

Summary: This document outlines the guidelines for the public use of children's department game computers for preschool and elementary school age children.

- Policy:**
1. The software for these computers is chosen with preschool through elementary school age children in mind.
 2. Preschool children must be accompanied by an adult caregiver or a responsible older sibling at least 10 years of age. Children in kindergarten and older may play without parental supervision if they can do so without staff intervention. If they need help reading or following directions, adults or older responsible siblings must sit with them. If a computer is not busy, older ages may sign up; however, priority is given to children 5th grade and younger.
 3. Computer time may be reserved in ½ hour blocks. Reservations may be made up to one week ahead by either calling or coming into the library. Children may be signed up for only one time slot each day. However, it is possible to have additional time if the computer has not already been reserved.
 4. Please check in at the children's reference desk when it is the child's turn to use a computer.
 5. The library will hold a reserved time for five minutes. After five minutes, the time slot is available on a first come, first served basis for the remaining 25 minutes. If a child leaves before the time is complete, the remaining time becomes available on a first come, first served basis. Start times are rounded to the nearest hour and half hour.
 6. Use of the computer is limited to two children at a time.
 7. Misbehavior will mean being asked to leave. Misbehavior includes, but is not limited to, loud voices and/or rowdy behavior, too many people at a computer, or abuse of computer equipment.
 8. Computers may be turned off during special library programming or at the discretion of library staff.