

## JERVIS PUBLIC LIBRARY

### COMPUTER LAB ( Validated Users – 18 years and older ONLY )

( One guest of age may accompany the Lab user, who takes responsibility for the adherence to all applicable rules. )

#### To Obtain Lab Privileges, users must:

- Be 18 years of age or older.
- Have a fine-free card from any Mid-York Library System library.
- Receive Computer Lab Orientation from a staff member.
- Sign a Computer Lab User Agreement.

#### To Use Lab Computers:

- Reserve time and sign in and out at the Information Desk.
- Leave library card with staff at Information Desk while using computer.
- Remain on assigned computer.
- Pick up and pay for all printouts at the Circulation Desk.
- Pick up library card at Information Desk when done with computer.

If difficulties are encountered, inform the librarian at the Information Desk.

#### Sign-Up Limitations:

- Two (2) hours of reserved time per day. Time may be reserved up to 2 weeks in advance in person or by telephone (336-4570).
- Lab users must arrive within ten minutes of the start of their reserved time or forfeit the reservation.

#### Use of Reserved Time:

- Lab users must be prepared to vacate their computer so as not to run into another user's reserved time.
- Printing must be completed during reserved time.

#### To Retain Lab Privileges:

- Abide by Internet Access Policy, Computer Rules of Use, and Rules of Behavior.
- Maintain a library card with \$4.50 or less in fines and with no fines over one year old.
- Failure to adhere to the rules will result in the revocation of computer lab privileges (three strikes rule). After one year, lab privileges may be reinstated by petitioning library administration.