

The computers in Children's services and the Reference area all use the same reservation system.

Usage limits apply to the entire building.

Prepared by Reference
and Information Services Staff

3/07 5/08 7/09

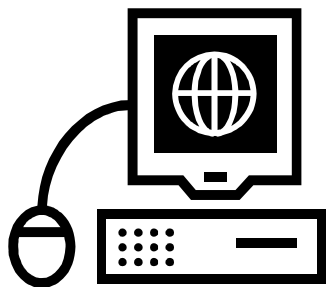
*Reasonable accommodations
for persons with disabilities will be made
upon request and if feasible.*

Using Internet Computers



Appleton Public Library
225 N. Oneida Street
Appleton, WI 54911
www.apl.org

By using a computer or the library's wireless, patrons acknowledge that they have read and agreed to the Appleton Public Library Internet Policy and rules.



Internet Computers

- Internet access.
- Microsoft Office Suite.
- Email, chat, games, messaging.
- Available as first-come, first-served.
- 1-hour, with 15-minute extensions if no one is waiting.
- May sign on throughout the day for a maximum of two hours.
- When all are in use, may reserve next available computer.

Express Computer

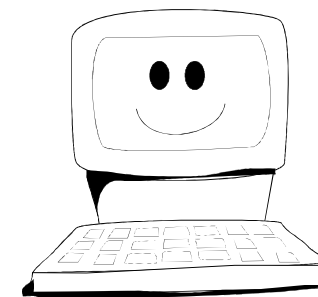
- 10-minute time limit per session.
- Use must be non-consecutive.

Signing On

- Use your **own** Appleton or OWLS-net library card.
- You may **not** use another's card.
- Cards are available at no charge to Wisconsin residents with ID and proof of address.
- Cards with delinquencies or fines or bills over \$5 will not work.
- Those who cannot get a library card may be eligible for a non-borrower's card that will allow computer use.
- Visitors to the area may be granted a guest card. ID is required.
- Patrons who do not have their cards with them may be eligible for a **one-time** exception provided they have valid ID.

Computer Use

- Patrons are responsible for their own use of the computers.
- Staff may attempt to assist, but they are not experts on all types of programs, hardware, or software.
- On-line tutorials and print instructional materials are available for many computer uses.
- Staff will monitor computer use and Internet sites.
- Patrons who violate policy or rules may be banned from the computers or the library.



Computers in Children's are for children 14 years or younger and caregivers with children

- Computers in the Children's area are subject to the same policies and rules as in the adult area.
- Children are encouraged to have their own cards, but the Children's staff may make exceptions for those with permission to use a parent's card.
- Patrons age 14 or younger without a card will be encouraged to get a card registration form or non-borrower's card form, both of which require a parent's signature.
- The Children's staff may issue guest passes for those children awaiting a parent's signature for a card.
- For patrons age 14 or younger with delinquent cards, exceptions may be made for homework use of the computers provided partial payment is made for fines.