Hudson Area Library
Public Computer Area Policy

Patrons and Visitors using the Public Computer Area must observe the Hudson Area Library Code of Conduct and Internet Access Policy, as well as the following guidelines, in order to ensure that the Public Computer Area is an accessible, safe, comfortable, and productive space for all patrons and visitors.

- Only those using a public computer are allowed in the Public Computer Area.
- Only one person is allowed at a computer at a time, with the exception of those providing/receiving technical assistance or who otherwise have received approval from Library Staff.
- Patrons must use their own library card and personal identification number (PIN) to log onto a public computer. Visitors with photo ID may request one public computer visitor pass per day at the front desk.
- Public computers are made available on a first come, first served, basis.
  - When all computers are in use, patrons and visitors may add their name to the queue by bringing their library card or visitor pass to the Main Desk.
  - For the public computers in the Teen Room, tweens and teens have priority; this room, and the computers within it, are only available for use by adults and children during school hours.
- Patrons and visitors are allowed one hour of public computer time per day, and up to two hours of extended session time.
  - Patrons and visitors who need more computer time at the end of their initial one-hour session, may ask a library staff member for an extension. Extensions will be granted if space allows.
  - Library Staff may issue additional extensions on public computer sessions, at their discretion, when a patron or visitor requests more time due to extenuating circumstances.
- Patrons and visitors may leave an unattended computer "locked" for 10 minutes. If a user does not return within 10 minutes, the computer may be made available to another user.
- Printing is available, in black and white, from the public computers at 25¢/page; the first page, per day, is free. All printing charges must be paid in advance at the Main Desk. Only paper provided by the library may be used in the library printers.
- Library Staff may assist patrons and visitors with basic computer and internet use, as time and staffing permit. Those needing more advanced or time-intensive assistance are encouraged to schedule an appointment with Staff.
- Headphones are required for listening to any resource with an audio component on the public computers; each public computer is equipped with library headphones.

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- No food or drink is allowed in the Computer Area.
- The public computers automatically shut down 30 minutes before the library closes and computers are automatically wiped clean of documents and downloads after each computer restart.
    - Patrons and visitors who wish to have access to their files at a later date must save them to a personal drive or the cloud before their session ends.
    - In order to ensure privacy and security, patrons and visitors are responsible for deleting all personal data and logging off of all online accounts before ending their computer session.
- The Hudson Area Library is not responsible for time or data lost due to computer failure.

Any patron or visitor who violates the Public Area Computer Policy, the Hudson Area Library Code of Conduct, the Hudson Area Library Internet Policy, or other library policies, may be expelled from the building, lose all Hudson Area Library privileges and/or may be subject to financial liability for damages and to criminal penalties.