

Policy and Procedure Manual	Section B 6.2
Public Policy Wired Public Access to Electronic Information Networks Policy Procedures for the IT Commons Area, Teen Area, and Youth Area	Issued: October 19, 2005. Revised November 16, 2009. Revised December 23, 2013. Revised January 8, 2014 ; amended April 16, 2018 Approving Authority: Administration

**Wired Public Access to Electronic Information Networks
Procedures for the IT Commons Area**

The Adult Computer IT Commons area is only for the use of patrons age 18 and older. Notwithstanding any other policy to the contrary, patrons in grades 6th through 12th are to use the Teen Area Computers. Patrons age 17 and under are not allowed in this area.

Orland Park Public Library cardholders:

- All Orland Park Public Library cardholders must present their Orland Park Public Library card and a valid photo identification card at the Computer Help Desk in order to access the computers. A valid Orland Park Public Library card will be used to sign into a computer.
- Computers may be used for one hour sessions which may be extended for additional time if machines are available.
- If an Orland Park Public Library cardholder forgets their library card, library staff can look up the card number with their valid photo identification. If a cardholder forgets their photo identification they will not be allowed to use a computer.

Non-residents:

- In the IT Commons area, non-residents 18 or older will be charged \$3.00 per session to use the computers and will be limited to one session not to exceed an hour in length of computer use per day. Time extensions are unavailable for non-residents.
- In order to use computers in the IT Commons area, non-residents must present a valid photo identification card with proof of age that displays your name and address at the Computer Help Desk.
- In the IT Commons area, there will be two 15-minute computer terminals available for non-residents at no charge. Non-residents wishing to use one of these stations must check in and present a valid photo identification card with proof of age that displays your name and address at the Computer Help Desk. Time extensions are unavailable.

**Wired Public Access to Electronic Information Networks
Procedures for the Teen Area**

The Teen Area is only for the use of patrons in 6th–12th grade.

- In the Teen Area, non-residents in 6th–12th grade will not be charged to use the computers. Use of the computer for up to 1-hour per session and limited to one session per day. Time extensions are unavailable for non-residents.

Wired Public Access to Electronic Information Networks Procedures for the Youth Area

- In the Youth Area, non-residents under the age of 18 will not be charged to use the computers. Use of the computer for up to 1-hour per session and limited to one session per day. Time extensions are unavailable for non-residents.
- In the Youth Area, there are two 60-minute Family Express computer terminals for patrons accompanied by their children. Adult patrons wishing to use these terminals will be charged \$3.00 per session not to exceed one hour in length of computer use per day. Time extensions are unavailable for non-residents.
- In the Youth Area, there will be one 15-minute computer terminal available for non-residents accompanied by their children at no charge. Non-residents wishing to use one of these stations must check in and present a valid photo identification card (driver's license or state id) that displays their name, birthdate and address at the Junior Desk. Time extensions are unavailable for non-residents.

For all computer users:

- Adult computers are unfiltered and patrons are expected to use them responsibly and not access content that may cause a disturbance to others.
- Privacy screens are installed on all adult computers. These are not to be removed by patrons. If a patron needs a screen removed for a reason such as a low-vision disability they may ask for assistance at the Computer Help Desk.
- All patrons must agree electronically to abide by the Public Access to Electronic Information Networks Policy, including those using their own computer equipment in the library.
- Computers cannot be reserved in advance, they are available on a first come, first served basis only.
- Orland Park Public Library cardholders only will be offered online exam proctoring services. Patrons requesting these services must notify the Computer Help Desk a minimum of one week before the exam date.
- Patrons printing documents from the computer will be charged \$0.10 per black and white page and \$1.00 per color page.
- Computers will be powered down 15 minutes before closing.
- The 2nd floor IT Commons area is designated for the use of patrons age 18 and older. Patrons in grades 6th through 12th must use the filtered computers in the Youth Area or Teen Area. Adult patrons accompanied by minor children will use the designated filtered computers in the Youth Area in accordance with the procedures set forth by that department.

Procedures and/or rules and regulations are developed in conjunction with a policy and are subject to change on an as needed basis.