Policy and Procedure Manual	Section B 6.2
Public Policy **Wired Public Access to Electronic Information Networks Policy** **Procedures for the IT Commons Area and Youth Area**	**Issued: October 19, 2005. Revised November 16, 2009. Revised December 23, 2013. Revised January 8, 2014; amended April 16, 2018; Revised December 19, 2022** **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:
- Orland Park Public Library cardholders and reciprocal borrowers that are registered in the Library's system do not need to present their library card and valid photo ID to the Computer Help Desk. Card holders may proceed directly to an open computer and log in with their Library card number.
- Computers may be used for four 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.

Non-residents:
- In the IT Commons area, non-cardholders 18 or older will be allowed to use a computer for 30 minutes at no charge. A valid photo ID is required for any non-cardholder to use a computer in the commons area.
- After 30 minutes time can be extended at a cost of $1.00 per hour for a maximum of 3 additional hours after the initial free 30 minutes as long as no one is waiting for a computer.
- No refunds will be issued for partial use of time.

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 is 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, patrons accompanied by their children may use computer terminals. Those patrons wishing to use these terminals are not to exceed one hour in length of computer use per day. Time extensions are unavailable for non-residents.
- In the Youth Area, 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 available at the Computer Help Desk upon request.
- 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 fill out the online Exam Proctoring form (https://www.orlandparklibrary.org/exam-proctoring/) or talk to an Adult Services staff member at the Adult Services Reference desk on the second floor 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 $.50 per color page.
- Computers will be powered down 15 minutes before closing.

The second 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. Adult patrons accompanied by minor children will use the designated filtered computers in the Youth Area in accordance with the procedures set forth by the Youth Services Department.

Adopted by the Board of Library Trustees on October 19, 2005; Revised November 16, 2009; Revised September 23, 2013; Revised January 8, 2014; Amended April 16, 2016; Revised December 19, 2022

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