



## The University Libraries Public Computer Procedures

### **Who is eligible to use a public computer in the University Libraries?**

Any person, including community borrowers and members of the general public, 18 years of age or older with proof of age and identification is eligible. For persons under the age of 18, the Use of Libraries by Minor Policy states that those who are 14-17 years old must have a parent/guardian, in person, fill out the consent for minor to use library form. Any person 13 years of age or younger must be accompanied by a parent/guardian to gain access to public computers. The complete Use of Libraries by Minor Policy can be found on the University Policy page (<http://www.augusta.edu/compliance/policyinfo/>). Acceptable proof of age and identification includes any government issued photo ID.

The public computers can be used by students and students have first priority over public patrons.

### **Registration:**

Patrons wishing to gain access to a public computer must check-in at the information desk where their information will be recorded before being logged onto the public computer by the library staff member working the information desk.

### **Computer Access:**

Public patrons are allotted two hours of computer access each day. Patron access to the public computer is guaranteed uninterrupted for one hour. If there is no demand for the computer, the patron may use their second hour immediately. Patrons may request additional time on the public computer once the two hour limit is reached, provided there are no other patrons waiting to use the public computer. Time beyond the guaranteed two hours may be interrupted should another patron request the computer.

The public computers will provide access to the Internet, as well as all library specific databases, e-journals, and e-books that are provided by either Reese or Greenblatt Library.

### **Printing:**

Printing and photocopying is available at Reese Library.

**Use of library computers for illegal purposes is prohibited.**