

**Camden County Library System
Addendum, Internet Access and Computer Use Policy, INF-3
Effective September 14, 2020**

The following will be in effect until further notice due to COVID-19 health and safety requirements:

- **In house computer use will be limited to one 30 minute session per day.**

Procedures:

- Patrons will receive notifications alerting them to the time left during their session and the computer will shut down after 30 minutes.
 - If a session is started within 30 minutes prior to closing, the patron will not receive a full half hour on the computer.
- The Library will provide disinfecting wipes and patrons will be asked to clean the keyboard, mouse and work surface before and after each use.
- Patrons will be required to use hand sanitizer immediately before and after using a public keyboard.
- Public computer areas will be disinfected by cleaners prior to opening and after closing.

- **Computers will shut down 10 minutes prior to branch closing.**

Procedure:

- Staff is unable to override this setting.

- **Patrons can reserve a computer in advance by calling the Library.**

Procedures:

- Due to limited availability, reservations will only be held for five (5) minutes before moving on to the next available patron.
- Sign-up stations will not be used. Walk in patrons will sit down at a computer that is not reserved (the screen will show if reserved or not). If all computers are in use, staff will manually make a reservation for the next available computer.
- If another computer becomes available before the computer that is reserved, the reservation may be moved to that available computer.

- **Patrons will receive 10 free printed pages a day.**

Procedure:

- Standard charges apply to any print jobs over the allotted amount.
- **Staff cannot offer computer assistance that requires close contact.**

Procedure:

- To ensure safe social distancing, staff cannot be next to a patron at a computer or print release station or touch the equipment while it is in use by another person.
- Staff can answer questions via phone or from a distance of six (6) feet .