Dr. William C. Herrick Community Health Care Library
Grossmont Healthcare District

Computer Use Policy

The library currently has 10 public computers (8 PCs and 2 iMacs). This policy provides guidelines for fair use when demand exceeds computer availability.

When Computers Are Available

As long as a computer is available, patrons may use the computers without signing up and without a time limit.

When All Computers Are in Use

When all computers are in use, a one-hour time limit will be enforced when another patron arrives and wants to use a computer. The library staff will ask the patron who has been using a computer the longest amount of time (provided that is over one hour) to finish their work in a timely manner (less than 5 minutes) and allow the next patron to use that computer.

Any patron required to relinquish a computer may resume using a computer under the following conditions:

- If the patron waits for less than one hour before using a computer again, that patron will continue to be considered to have been on the computers the longest.
- If the patron waits at least one hour before using a computer again, that patron would then be considered the newest user.

When All PCs Are in Use but an iMac Is Available

If the new patron does not know how to use the iMac, then the above policy will be enforced.

If the patron asked to relinquish a PC is able to use the iMac, they may do so. However, they will still be considered the patron who has been on the computers the longest.

Notification

The following sign is posted on all computers stating this policy:

> *When all the computers are full, the patron who has been using a computer the longest will be asked to finish in less than 5 minutes and allow the next patron to use the computer.*

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