

## **Madison Public Library Computer Services**

### **What requirements do people have to meet to use the computers?**

In order to provide equitable access, Madison Public Library has recently implemented a computerized sign up system for unrestricted internet access and Microsoft Office computers. This system allows you to reserve computer time up to a day in advance.

To use these computers, you need a valid library card or an Internet Access Card. An Internet Access Card can be obtained by anyone showing one of the following forms of ID:

- driver's license
- state ID card
- university or college ID
- high school or middle school ID
- passport
- other official license of ID card issued by a governmental body or public agency in Wisconsin or by an employer
- birth certificate
- Social Security card
- medical card
- checkbook or bank book
- voter registration card
- fishing or hunting license
- credit card

### **Do you have time limits for computer use?**

Yes. Time limits are per person per day, and vary by location. Different types of machines at each location may have different session lengths. For example, some locations have 15 minute express machines and 30 minute machines. Others have machines that can be reserved for one hour.

The libraries using this Libonline signup software have agreed to an overall limit of 210 minutes per day. You may visit multiple libraries in one day, but may only use 3 1/2 hours total per day on machines with this Libonline signup system.

If you reserve a computer online using Library Online software, you will be able to book at least one half-hour time slot per day.

### **Time limits per person per day as of 10/11/05 are:**

Varies from 15-90 minutes per day depending on the branch.

### **What policies do you have about printing from the computers?**

There is a \$.10 per page charge, even if you bring your own paper.

### **May I reserve a computer?**

You may reserve a computer by calling the location or reserving a computer online for today, tomorrow or the next day.

### **What if I'm late for my reservation?**

There's a 10 minute grace period before your slot is given away. If you don't show up or cancel before your time starts, those 10 minutes are deducted from your total allotted computer time for the day.

You can have 4 'no shows' in 14 days with no penalty, other than the loss of grace period minutes. If you actually use a computer after 2 no shows, you'll get a warning message about the fact that you have no shows accumulating. If you do have 5 no shows in 14 days, you won't be able to use the computer until you are down to 4 or less in a 14 day period.

At Central, Hawthorne, Ashman and Pinney, where we allow customers to combine two half hour sessions into one solid hour session, a 'no show' for an hour session counts as 2 no shows. (Ashman allows 3 half hour sessions to be combined into one solid 1 1/2 hour session. If you are ten minutes or more late for that session, it would count as 3 no shows.)

If you have a reservation, the time allotted to you that day starts when your reservation starts. So, if you have a 1 p.m.-1:30 p.m. reservation, but don't get logged in until 1:08pm, it's as if you used those 8 minutes. Your session will be 22 minutes long.