



LS 803 Time Management Software on Internet Computers

Section: 800-Technology

Effective: October 2024

Purpose

This policy describes the utilization of time management software at specific Tampa-Hillsborough County Public Library (the Library) locations, as determined by Library staff, to provide customers with fair and equitable access to Internet computers by implementing a more efficient Internet computer sign-in process.

Policy

The Library shall install time management software on its Internet computers, at such locations as determined by Library Staff, that uses a customer's library card number and the PIN to grant access to an Internet computer. Customers may only log on to an available Internet computer or place a reservation for use of an Internet computer by using the customer's personal library card number, HAAL Pass, or Guest Pass. Time management software will not be used to track how an individual customer uses an Internet computer once logged on. The time management software may be used, however, to generate a statistical record of the number of Internet computer users.

Procedure

Customers must use their personal library card number and pin or HAAL Pass student ID number to log on to an Internet computer or place a reservation for the use of an Internet computer. Customers must update expired library cards before they can log on to an Internet computer or place a reservation for the use of an Internet computer. A registered Customer who wants to access the Internet computers, but does not bring his or her library card, must show appropriate identification as outlined in LS103, Library Card Registration and Renewal, in order for library staff to provide their library card number. Guest passes are only for customers over 17 years of age. Children under 17 years old must access computers under the supervision of a parent or guardian using their library card, parent or

guardian's guest pass, or HAAL pass number.

Guest Passes are available to customers without a library card and are only valid for one day at the issuing library location for a maximum of 3 hours. They may be discarded after use.

Assigned Guest Passes will only be used for the Adobe Computers, West Law Computers, and the History and Genealogy Computers and are only valid for one day at the issuing library location for a maximum of 3 hours. They may be discarded after use.