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Date: April 8, 2019
To: Rapid City Public Library Board
From: Pat Jones, Policy Committee Chair
Re: Computer Use Policy

Date: April 3, 2019
To: Pat Jones, Policy Committee Chair
From: Sean Minkel, Assistant Library Director
Re: Computer Use Policy

Motion: Move to approve updates to the Computer Use policy as presented.

Background: The Computer Use policy describes the access requirements, time limits and terms of use for computers and internet within the library. The primary updates to the Computer Use policy include:

- Removal of non-card holder classification
- Clarification for catalog and quick-print stations
- Removal of time limits for MakerSpace computers
- Updates to the Terms of Use and language

With the creation of Computer Access accounts, computer access for non-card holders is no longer available. The Computer Access accounts are described in the Registration Policy.

During peak hours, the library's computers may be full. At these times, patrons who need to print documents quickly may use a quick-print station; this has been a trial project since 2018 and has been working well to reduce waiting time for printing. The catalog computer clarification is an addition that defines a long-standing practice, but should be outlined in policy.

Time limits have been removed from MakerSpace computers as they are used cooperatively with staff and patrons to monitor projects and demonstrate the available services. For example, a patron may start a project with staff supervision that is then tweaked by staff during project implementation. These limitations preclude the use of the computer registration software that is used elsewhere in the library. Lastly, there is additional staff oversight of this space which helps to ensure fair use.

The remaining updates to the Terms of Use and language used throughout the document are intended to update terminology and best practices.