



DOWNTOWN • 610 Quincy St. Rapid City, SD 57701 • (605) 394-6139 or (605) 394-4171
NORTH • 10 Van Buren St. Rapid City, SD 57701 • (605) 716-4098

Date: November 14, 2016
To: RCPL Board of Trustees
From: Maryanne Rohrer, Policy Committee
Re: Computer Use Policy

Date: November 10, 2016
To: Maryanne Rohrer, Policy Committee
From: Jim McShane, Library Director
Re: Computer Use Policy

Motion: Move to increase computer guest pass time limit from 30 minutes to 1 hour.

Background: Currently the policy allows for non-library card holders to receive a single 30 minute guest pass per day to use the computer. This time limit is restricting for patrons who are attempting to use the computer to fill out job applications or do research, who may not have a valid address or patrons who are visiting while on vacation.

A change to the policy from 30 minutes to 1 hour would give patrons more time to complete tasks and cut down on patrons requesting time extensions.

Library card holders would still be allowed 1 hour with time extensions as long as there are no other patrons waiting.

Additional Information:

Access Requirements and Time Limitations

The internet may be accessed at all library locations by using the libraries' public computers or the wireless network.

Public computers:

- Login access is through the patron's assigned, valid library card number
- One hour of internet access per day per patron, with the opportunity for time extensions if no other patrons are waiting

MakerSpace computers:

- Usage limited to work on projects, design, and training; not intended for open internet access
- Available on a first-come, first-served basis, in blocks of 2 hours, with the opportunity for 30-minute extensions if no other patrons have booked the computer

Local History Room computers:

- Usage limited to research; activities such as general web browsing, social networking, or gaming are not permitted



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- Available on a first-come, first-served basis

Wireless network:

- No time limit
- All terms of use for internet access apply

Non-card holders:

- ~~30-minute~~One hour per day limit
- May use library wireless with no time limit