Patron Tasks and Devices Policy

Patrons are responsible for inputting their own data in all forms, applications, and documents to ensure privacy is maintained. Likewise, patrons must input any data, or follow any procedure on their own devices. Library staff should not touch these devices for liability purposes.

Staff can offer patrons 5 to 10 minutes of limited assistance, as staffing permits, in navigating online tasks.

Library staff will give 5 to 10 minutes of limited assistance, as staffing permits, and as staff knowledge allows, for personal devices when interfacing with library devices.

Staff will point patrons toward online guides and/or library books for any other questions that may arise.

Please be aware that library printers may not be compatible with all devices and/or software.

Technology is changing rapidly, and staff may not be knowledgeable about a specific device or program.

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One-on-one help sessions may also be scheduled.

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