



## **Time Management Software on Internet Computers**

Policy Number: LS 308

Effective: April 2021

### 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, in order 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 last name 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. 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 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 who does not bring his or her library card, must show appropriate identification as outlined in LS 103, Library Card Registration & Renewals in order for library staff to provide their library card number.

Guest Passes are only valid for one day at the issuing library location for a maximum of 3 hours. They may be discarded after use. A library branch may choose to keep a daily log of guest pass distribution. Branch Supervisors should discuss this option with their Regional Manager before implementation. All guest pass logs will be handled in accordance with the procedure for Internet sign-in sheets in LS306, Access to Electronic Resources.