

POL-LIB-2017-05	Issue No: 1.0	October 27, 2016
Prepared By: Catherine Christmann	Page 1 of 2	Approved By: <i>Renee Payne Frankel</i>
Children's Computer Policy		

PURPOSE

The mission of Thomas Branigan Memorial Library (TBML) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The AWE Early Literacy Station™ is a safe, standalone computer that does not require an Internet connection to operate. It is designed for the young learner and features content that spans seven curricular areas: math, science & nature, social studies & geography, reading, art & music, writing & computer skills, and reference.

POLICY

1. The computers are designated for children up to 11 years of age.
2. Computers are available only when the children's section is staffed.
3. Children who want to use the computers must use the sign-in sheet. The parent/caregiver should sign in for children who are unable to write their names.

PROCEDURE

1. To sign-up, parent or child will write the child's name down as well as the time their session starts.
2. Sessions are 30 minutes, however, if no one else is waiting, children may play longer.
3. If children are waiting, write their names on the sign-up sheet wait list.
4. When someone's time is up, the next child on the list will be called. The time their session starts will be written next to their name.
5. Children waiting for a computer should stay close enough to hear their name called. If they are not there, the next child on the list will be called.

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Library Assistant Senior Kelly Miller	Title: Library Assistant Senior Ryan Roy
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Jose Aranda
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Sharon Shoemaker	Title: Library Advisory Board, Member Sue Patterson
Title: Library Advisory Board, Member	

POL-LIB-2017-05	Issue No: 1.0	October 27, 2016
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Elsie Ramirez	
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