

## **Library Policy No. 34**

**Subject: Use of Computer Workstations**

**Adopted by the Library Board of Trustees on June 16, 2010**

**Revised August 14, 2019—Effective October 1, 2019**

In order to streamline the ability of users to easily print documents and secure a work session on a computer workstation and provide the Library with the ability to gather necessary statistical usage data for annual state reporting and make operational decisions, a valid library card in our system is required to sign-on to any computer workstation with Internet, productivity software and online resources at both the Main Library and the Westacres Branch.

Since there is a large number of computer workstations available at the Main Library, usage is not restricted in any way. Due to the limited number of computer workstations at the Westacres Branch, usage is restricted to residents of West Bloomfield and contract communities.