

## **CHILDREN'S EARLY LITERACY WORKSTATION RULES FOR USE**

### **Mission**

As part of its mission to provide materials and services to assist community residents in meeting their informational, cultural, recreational, and civic needs, the Worth Public Library District has one Early Literacy Workstation for public use by children ages three [3] through fourteen [14].

### **What**

An Early Literacy Workstation is pre-loaded with software, including a variety of educational and recreational games for children.

- Patrons are responsible for learning how to use the library's software on their own. The library staff does not provide computer software instruction.
- Printouts from the Youth Services public access computer are available at this time.
- Patrons may not alter or attach equipment to the library's hardware.
- Patrons may not load software on the library's computers.
- Parents are financially responsible for any damage to the library's hardware by their children.
- Copyright law forbids the duplication of copyrighted software.
- If a problem develops or a malfunction occurs, the patron must immediately inform the library staff member at the Youth Services reference desk or front (circulation) desk.
- The library reserves the right to revoke computer use privileges for abuse of library rules, and parents will be notified.

### **Where**

The children's Early Literacy Workstation is located downstairs, near the Youth Services computer catalog.

### **Who**

- Children ages three [3] through fourteen [14] years of age may use the Early Literacy Workstation. No users over the age of fourteen [14] will be permitted, unless they are assisting younger computer users. Children under the age of nine [9] must be accompanied by a parent or guardian while using the Early Literacy Workstation.
- No more than two persons may be at the Early Literacy Workstation at a time, although parents and guardians are not included in the two person limit.
- Loud or disruptive behavior at the Early Literacy Workstation will result in the loss of computer time for that day. Repeated disruptive behavior will be brought to a parent's attention and could result in the child's permanent loss of computer privileges.

### **When**

The Early Literacy Workstation is available on a first come-first served basis.

- Patrons may not exceed two [2] hours of Early Literacy Workstation usage per day, per family.
- The clock next to the library entrance, near the front (circulation) desk, is the official timepiece for monitoring computer usage.

### **To start children's programs on the Early Literacy Workstation**

1. Use the computer's mouse to point at the icon (little picture) with the title you have chosen.
2. Double-click (press twice, rapidly) the left mouse button.
3. Program should begin. If it doesn't, please ask a staff member for help.

### **To exit programs on the Early Literacy Workstation**

1. Hold down the "Alt" key and press the F4 function key.  
Or
2. Use the mouse to point to the "Exit" sign if there is one on that particular program.
3. The program may ask if you really want to quit; use the mouse to move the pointer to "yes"; left click the mouse once.
4. The program should end. If it doesn't, please ask a staff member for help.

### **Troubleshooting**

If you have any ANY problems, please tell a staff member right away!

Passed 4/20/99  
Revised 2/10/04  
Revised 5/13/08

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President, Board of Trustees