

Youth Computer Reservation System

Youth computers will be available for children with a Worth library card by reservation (appointment) only starting on September 1st.

Reservations for computer use can be made for the following days/times:

Monday-Friday / 11am to 4:30pm (45-minute sessions)

Youth computers can be reserved, for homework only, by calling the Youth Services Department at 708-448-2855 **x3** or by emailing us at ysreg@worthlibrary.com (please put "youth computer reservation" in the subject line).

Please DO NOT send your child to the library until we respond, confirming your reservation.

When contacting us for a reservation, please provide us with the following information:

- Your first and last name.
- Your phone number.
- Your child's first and last name, age and grade.
- If they will be coming to use the computer unattended.
- The date and time your child would like to use the computer.

Children must be 9 years old to use a computer, and they must have a parent signature consenting to computer use.

- Due to capacity limits, we ask that only one adult guardian visit the library with a child who has a computer reservation. Seating will only be available for those using computers (and their adult guardian). There are no study tables, toys or tablets available at this time.
- Reservations will be given out in the order they are received. Please keep in mind that the time you are requesting may not be available. **Children are limited to two 45-minute sessions per week.**
- The library cannot be used as a remote learning site.
- Please make sure you and your child bring a mask to the library and wear it while inside the building.
- Computers are self-serve. For your safety and ours, a staff member may not be able to assist you.
- We do not have change at this time. Please bring an appropriate amount of cash with you if you will be printing. The machine takes nickels, dimes, quarters and single dollar bills. Black and white pages are \$0.10 and color pages are \$0.25.
- In the rare event that a Youth Services staff member cannot be present in the department, computer use may be canceled for that day. Any reservations will be rescheduled. We will do our very best to give adequate notice if this occurs.

If you do not arrive for your scheduled reservation on time, we will do our best to place you on a computer, but you may lose your spot and have to reschedule. You will not be able to wait at the library for a computer if one will not become available within 10 minutes, or in the event that capacity in the youth department is full. You will have to leave the library and return at your scheduled time.

Any child coming to the library unsupervised should be able to leave the library unsupervised.

The parent or guardian is responsible for the child in the event they are asked to leave the library for breaking policy, inappropriate behavior or in the event that they missed their scheduled time and no computer is available.

Unattended children who come to the library to use a computer, look for and check out books and DVDs, pick up crafts, etc. must produce the name and phone number of a parent or guardian and/or their library card if either one is requested by any staff member. If they fail to do so, they will be asked to leave the library.

Children should only visit the library for library related activities.

We are keeping the youth department as safe and sanitized as possible at all times, but we cannot guarantee any child's safety or health, as we are a public building. Please take time to carefully consider if you want to send your older child to the library without an adult.

Our policies and details about our services are always available for you to view on our website at www.worthlibrary.com. Patrons are encouraged to attend library board meetings if they have any concerns over library policies. If you have any questions about youth services or programs, please feel free to contact us.

*We reserve the right to change our procedures at any time. Notice will be given to patrons as soon as possible if any changes are made.