



**Ridley Township
Public Library
& Resource Center**

Computer Use Code of Conduct

*Adopted by the Ridley Township Library & Resource Center's Board of Trustees, 2/27/06.
Revised 10/16/2008 and 8/25/2025*

Ridley Township Public Library & Resource Center is a member of the Delaware County Libraries system, and complies with the Delaware County Electronic Information Network and Internet Safety Policy (available at <https://www.delcolibraries.org/ein-policy>). This Code of Conduct was designed to supplement the County's Internet Policy and Ridley Township Public Library & Resource Center's Behavior Policy. The Library asks that computer users abide by the following rules to insure that all library users find their experience here to be informative, enjoyable, and comfortable.

Computer Use

1. Ridley Township Public Library & Resource Center strives to offer services fairly to all library users. Patrons can use one of 13 public computers by signing on with their valid adult library card, or with a guest pass obtainable at the customer service desk. Users will receive 40 minutes on that computer. Additional time is granted at the discretion of staff based on demand. Computers should be vacated within five minutes of being informed that a time limit has been reached.
2. A maximum of two people may use a single computer at a time.
3. To help facilitate the proper closing of the library at the end of each day, computers will automatically shut down 20 minutes prior to closing.

Printing/Accessing Files

1. To help offset the cost of ink and paper, computer users will be charged for any printouts they make. If a computer user does not understand how to print out a document, he/she should ask a staff member to assist him/her. Printing fees are 20 cents for each B&W page, and 30 cents for each color page.

Computer Equipment

The Library owns one Chromebook for use inside the building, and two chromebooks that can be checked out. The following Microsoft software is available for use by the public: Word, Publisher, Power Point, and Excel.