Milltown Public Library

Purpose:

To provide a fair and organized system for middle school students to access library computers after school, while maintaining a respectful and welcoming environment for all patrons.

Computer Passes:

- Students must request a Computer Pass from library staff to use a public computer.
- Computer passes have unique PINS for signing into computers.
- There are two types of passes:
  - Homework Passes (3 computers): For schoolwork and academic use only.
  - Gaming Passes (3 computers): For approved games and recreational use.

Computer Sign-up:

- Starting at 3:00 PM each school day, interested students can sign up for access to either the Gaming or Homework computers.
- Sign-up will be on a first come, first serve basis.
- Each computer session lasts 30 minutes.
- At 4:15, homework-only computers will become open for general use.

Behavior Expectations:

- Headphones are required for any audio use. Students must bring their own or they can be purchased from the library, if available.
- Loud or disruptive behavior is not permitted. This includes shouting, roughhousing, or inappropriate language.
- Any student who fails to follow behavior rules may lose computer privileges for the day or longer.
- Students may be asked to move or log off Homework computers if found using for non-academic purposes.

Staff Discretion:

Library staff reserve the right to reassign computer use, adjust time limits, or modify sign-up procedure as needed to ensure fairness and uphold library standards.

Approved by the Milltown Library Board of Trustees 9/9/2025