

## **Policy for Computer Reservation**

- Reservations can be made in person or by phone on the day the patron is requesting a time slot.
- Time is limited to 30 minutes per patron per day
- First reservation available is at 11am, last reservation is one hour before closing.
- If a patron have a reservation, they should see a reference librarian to be for sign in instructions.
- Reservation for time slots will only start at the top of the hour. Ex. 11:00am start time not 11:15am or 11:30am.
- If a patron is late for their time they can start late and get full time as long as there are no conflicting reservations.
- At this time, library staff cannot offer computer or printing assistance as we are practicing social distancing.
- Patron must have a valid MOVL library card to reserve computer ahead of time.
- If computers are not in use and no reservation has been made, we will allow walk-ins to use computer after registering with a reference librarian. Walk-ins do not need to have a MOVL library card nor do they need to be a resident.
- Plastic cover will be on keyboard and mouse prior to use, removed after patron is done, and replaced with new ones.
- Mask must be worn at all times in the library and at computer stations.
- Printers may be used by patrons using the computer. Printer paper can be obtained at the circulation desk or patrons can bring their own. Donations are appreciated but optional. Amount must be exact, we are unable to give change.