

# Harper Woods Public Library

## Computer Use Policy

1. Harper Woods residents use their library card number to access the library's computers at no additional charge.
2. Through a mutual service agreement, residents of the Grosse Pointe communities are eligible for a library card and also may use the card number to access the library's computers.
3. Through a mutual service agreement, the RESIDENTS of municipalities that are a part of the Suburban Library Cooperative also may use their library card number to access the computers.
4. Persons who are not residents of Harper Woods or residents of communities that have a mutual service agreement with the library may purchase a one-year computer use card or a one-day computer pass for a nominal fee. The card fees shall be listed in the library's schedule of fees.

## **One Year Computer Card Procedures**

1. Adults are to provide proper identification (driver's license or state ID) in order to apply for a computer use card.
2. Minors who possess valid school-issued identification may use it to apply for a computer use card.
3. Minors who do not possess valid school-issued identification must have a parent/legal guardian with a valid ID present to validate the age and address of the child.
4. The fee for the computer use card is due at the time of its issuance and it will be valid for one year. Yearly fees for expired cards must be paid in full prior to renewal.
5. No credits will be issued for any reason.

## **One-Day Computer Pass Procedures**

1. Adults are to provide proper identification (driver's license or state ID) in order to purchase a one-day computer pass.
2. Minors may purchase a one-day computer pass but must use the filtered computers in the youth services computer area.
3. The fee for the one-day computer pass is due prior to its issuance and no credit will be issued for an unused pass (except for technical difficulties).