

Procedure

Computers Daily Shutdown and Restart

Revised July 18, 2011

With the exception of the five workstations in the Children's Area (3 ELS (Early Literacy Stations) and 2 ASE (After School Edges)), leave public computers and monitors on at all times. Turn the ELS and ASE units off at closing each day.

The staff member who opens the library or other designee will make sure that all computers in the public area and at the circ desk, are logged on each day

All computers designated for library staff use only (circ area, tech services, individual offices, local history, kitchen) should be turned off by the user when no longer needed.

Please report any problems to the Technical Services Coordinator.