



## ***Leddy Library***

August 3, 2006

To All Library Staff:

Effective Friday, August 4, 2006, we will be instituting a new policy for the public access machines on the first floor of the main building (these are the 32 workstations on the high tables and the 4 sit-down stations at the end of each high table section\*). These workstations do not require a sign-on and are intended for quick access/use and for community users to use to access our collections and resources. To ensure this access is maintained we will be posting signs on the stand-up machines that say:

Express Machines  
15 Minutes per User

Absolutely NO GAME PLAYING

*\* the four sit-down terminals in this area include our public handicapped access workstations. If a handicapped access workstation is being used by a disabled person then the time limit can of course be extended or waived. By no means is this policy intended to limit the access of our disabled patrons in any way.*

Reference desk staff, circulation desk staff and IT Student Assistants will monitor the use of these machines and ask patrons to quit their use of a workstation if they are in violation of this policy.

Please refer any questions or comments on this policy to Library Administration. Thank you.

A handwritten signature in cursive script that reads "Cathy Maskell".

Cathy Maskell  
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