



# Internet User Procedures

Internet workstations at both branches of the Halton Hills Public Library are available free of charge.

Internet users must sign in on the appropriate form indicating workstation number, first name and time.

Internet users are guaranteed a minimum thirty minutes on a workstation.

If there is no one waiting, an Internet user may continue to use a workstation.

If all the workstations are occupied and someone is waiting, the first person on is asked to give up their workstation after their guaranteed thirty minutes are completed.

If all the workstations are occupied, the Internet user who was just asked to give up his/her workstation may request another after they have waited thirty minutes.

If a workstation becomes vacant while the Internet user is waiting his/her thirty minutes they may sign up for another guaranteed thirty minutes.

The maximum number people around a workstation is limited to two due to space constraints