



Safe use of computers

For your safety and comfort, please:

Adjust your chair and screen to find the most comfortable position for your work. As a broad guide:

- your forearms should be approximately horizontal when using the keyboard
- your eyes should be at the same height as the top of the screen
- the backrest on your chair should support your lower back.



Also remember to:

- try keep your wrists straight when using the keyboard
- position the mouse so that you do not have to work with your mouse arm stretched - support your forearm on the desk when using the mouse.
- use a light touch on keys and mouse buttons.
- look away from the screen regularly to vary the focus of your eyes and don't sit in the same position for long periods
- take short regular breaks if you are using a computer for more than one session



Does using a computer effect your eyesight?

Extensive research has found no evidence that using computers can cause disease or permanent damage to eyes.

However, long spells of computer work can lead to tiredness and discomfort of the eyes, and it is important that you feel you have enough light on the screen and on the working area.



Please ask the staff if:

- There is any glare or bright reflections on the screen
- The screen flickers or the characters move
- You need to know how to enlarge the text so that you can read it easily from a normal sitting position

Sometimes the heat generated by the PC can make the air seem drier, and if you wear contact lenses this may be uncomfortable for you. Switch to glasses if you have them, blink more often or use tear-substitute eye drops, all of which will help.

Please also tell the Library staff if you notice any hazards such as trailing wires – ideally the area around the PC should be clear of such obstructions.

