



## Computer Use Policies

The Library expects all users of electronic information resources such as the Internet to be responsible, ethical users by following these guidelines:

1. Computers are available during Library hours on a first-come/first served basis. Computers in the adult area are limited to use by 7<sup>th</sup> grade through adult. Computers in the children's area are limited to use by children through 6<sup>th</sup> grade and parents or guardians accompanying children. A signed parent/guardian permission form is required for any computer user under 18 before using computers. Children under the age of 10 must be accompanied by a parent/guardian when using the computer.
2. The Library staff has the right to interrupt use of the computer at any time. In addition, the Library reserves the right to deny usage when there is misuse of equipment or disruption of Library routine. Abuse of computer rules or equipment will result in loss of computer and/or Library privileges. The Library has the right to restrict usage for anyone who does not abide by the regulations of the Library as a whole or the computer specifically.
3. Users will not send, receive, or display text or graphics that may reasonably be construed as obscene. The library staff will determine what will be construed as unacceptable content, and the Library reserves the right to ban patrons from the library who violate this policy.
4. Computer users will not use Library computers for hacking, spamming, libel, harassing or slandering other users, fraud, gambling, propagation of computer viruses, or the solicitation of minors.
5. Patrons should be aware that some material on the Internet is copyrighted. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information and to respect the copyright laws of the United States.
6. Computer users have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given the constraints such as proximity of other patrons and staff in public access settings.
7. There is a one-hour time limit for computers in the adult area; 45 minute time limit for computers in the children's area per day. Computers should be left on for the next user.
8. Patrons are financially responsible for any damage to Library software and/or hardware used by him/her. There will be a charge for the replacement cost of software and/or repair of hardware.

9. A charge of \$0.15 per sheet will be charged for printing. Patron must supply own disk if material is to be saved.

Users found not to be in compliance with the above guidelines while using Library facilities or equipment may have their computer privileges revoked.

First offense:

Patron will be barred from the library for one month, starting from the day of the offense.

Second offense:

Patron will be barred from the library for six months starting from the day of the offense.

Third offense:

Will result in a permanent loss of library privileges.

The Library Director at his/her discretion, reserves the right to assign loss of Library privileges or reinstate Library privileges outside of the guidelines set forth above.

The Library assumes no liability for loss or damage to the user's data, disks or computer, or for any damage or injury arising from the invasion of the user's privacy. Library computing resources are to be used to advance the Library's mission.

Staff may use them only for purposes related to the discharge of their duties as employees, their official business with the Library, and other Library-sanctioned activities.

Approved by the Board of Trustees: 11/8/05

Revised: 10/09/2007

Revised: 3/17/2009