

PROCEDURES FOR PUBLIC COMPUTER USE (Approved by the Library Board on October 29, 2018)

This policy applies to public computers in Moore Memorial Library not designated for library catalog use.

Patrons must sign in with the librarian at the reference desk to use a computer workstation.

Computer workstations are assigned on a first-come, first-served basis, according to the availability of library staff and equipment. The specific workstation assigned is up to the discretion of the library staff member and not determined by the patron.

Patrons are initially signed up for sixty minutes on a workstation. At the end of sixty minutes, more time can be allotted if no one else is waiting to use the computer. Extensions will be at the discretion of library staff.

If a patron leaves the workstation, their workstation may be reassigned to another person.

A maximum of two people per workstation is allowed. Library staff members may further limit the number of users at a workstation based on space, noise or other considerations.

Files may be saved to flash drive or other medium, if provided by the patron and allowed by the network.

Library staff will be available to provide basic assistance in the use of the Internet. To insure the continuation of other library services, instruction on usage of the Internet and operation and function of the workstations or the software may be limited.

The library reserves the right to limit the amount of printing and/or copying patrons can do each day. Patrons are required to pay for ALL pages they print out, regardless of whether or not they make mistakes. Current printing charges are as follows:

- Black and white printing \$0.10/page
- Color printing \$0.50/page

All computers will be signed off or shut down 15 minutes before closing time to allow for a complete and orderly shutdown of equipment. The librarian will stop signing patrons up to use computers 30 15 minutes before the library closes.

Patrons may NOT use library equipment or Internet access to:

- Degrade or disrupt the equipment or software
- Vandalize data or products of other users
- Gain unauthorized access to other databases or resources

- Violate federal, state or local laws or regulations
- Install or download software

Users should be aware that information accessed on the Internet may be controversial, inaccurate, offensive, misleading or out-of-date. All users should exercise caution and common sense in providing personal, financial, sensitive or confidential information through the Internet. The Internet is a public forum, and security may be nonexistent on a particular site.

Moore Memorial Library is not responsible for any loss of data or damage to hardware, equipment, files, software or programs.

As with all library services, parents or legal guardians are responsible for the information and material accessed or selected by their children. Parents are urged to supervise their children's Internet sessions. Parents should also instruct their children never to provide personal or financial information about themselves or their families over the Internet. **The library staff assumes no responsibility for monitoring children's use of the Internet.**

Use of the library computers and equipment is a privilege, not a right. Abuse of this privilege or failure to follow this policy will result in removal, restriction or suspension of the patron's privilege to use the workstations or the Internet.

By using the library computers and workstations, patrons are agreeing to follow these rules.