Rules for Computer Use

Access to Library Computers:

- Patrons can access the Library's computers free of charge any time during operating hours.
- Library cardholders will login using their Library card number and PIN. Guests to the Library can obtain a guest pass at the service desk.
- Minors can access the Library's computers, but a parent or guardian is responsible for their viewing safety.
- Library staff may impose time limits to accommodate others waiting for a computer.

Available Software and Storage:

- Patrons will not attempt to load personal software to Library computers.
- Files can be saved using a personal storage device, such as a USB drive.
- Personal files will be removed from the hard drive after the computer is rebooted.
- Library staff may offer basic instructional guidance regarding computer usage upon request. Typing, legal, medical, or application services are not available from Library staff.

Internet Access:

- The Library is not responsible for any financial or legal liability that results from a patron's use of the Internet.
- Internet access is filtered, but the Library strongly cautions parents and guardians to actively supervise their child's use of the Internet.
- The Library and its staff are not responsible for supervising a child using the Internet.
- The Library may place a patron on probation if there is a pattern of abuse of Library policy. Probation may include, but is not limited to, assigning a particular computer or refusing a computer if demand for computer time is high. A parent or guardian may be required to actively supervise a child's use of the library computer.
- Computer privileges can be revoked if a patron refuses to comply with the rules or has established a pattern of non-compliance.

Printing:

- There is a fee of 10 cents per page for black and white prints and 25 cents per page for color prints.
- All printing must be concluded prior to the close of business, and fees must be paid at the time of printing. Printing fees cannot be added to a patron's library account.

Prohibited Activity:

- Creating, transmitting, or printing material which is pornographic, obscene, profane, sexually explicit, racist, sexist, or hateful
- Harassment, libel or slander
- Loading or downloading programs, software, etc. that damages or results in the disruption of the network, or its component parts
- Moving, modifying, or abusing computer equipment
- Attempting to enter, erase, or modify secured files or data
- Downloading copies of Library owned software
- Any activity that violates Library policy or local, state or federal statute.

Penalties: Failure to comply with these rules may result in loss of privileges, a fee for damages, and criminal prosecution.

Approved on January 15, 2019