Public Access Computer and Internet Acceptable-Use Policy

By using a public access computer at the E.M. Cooper Memorial Public Library you agree to the following guidelines. All users of public access computers are expected to follow these resources in a responsible manner and to follow the library's rules and regulations.

<u>**Rules and Regulations:**</u>

- Patrons are required to sign in using the sheet at the librarian's desk.
- There is a one-hour time limit. A patron may stay on longer provided that there is no one waiting to use the computer. Arrangements may be made with library staff when the computer is required for a longer time period.
- Computers are to be used for educational, informational and recreational purposes only; not for unauthorized, illegal or unethical purposes. Any commercial or malicious use is prohibited. Accessing any sexually explicit, pornographic material or other material that is deemed offensive or obscene is prohibited.
- Patrons may not send, receive or display inappropriate material defined as text or graphics that may reasonably be construed as obscene or offensive. Deliberate, continued use of an obscene or illegal site may result in the police being called and computer privileges being discontinued.
- Patrons are to respect the privacy of others by not misrepresenting oneself as another user; by not attempting to gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Patron's personal software is not to be loaded on library computers without staff knowledge or assistance.
- Patrons may not download and/or install software programs on library computers. Saving personal material on library computers is also prohibited. Patrons may save their work on USB drives or CD's. These materials must be provided by the patron.
- Changes may not be made to library computers. This includes changing the display settings and clearing the history. Patrons in violation of this policy will immediately lose computer privileges indefinitely.

- Attempts to damage or alter library equipment are a violation of library policy. Damages to library computers will result in loss of use and patron will be financially responsible for the damages.
- The library reserves the right to reclaim computers being used for reasons that violate library policy.
- The library assumes no responsibility for the use of the internet. As with other library materials, restricting a child's access to the internet is the responsibility of the parent/legal guardian to determine what is appropriate for his/her child.
- Printing is available for .20¢ **per page**. **PATRONS ARE RESPONSIBLE FOR <u>EVERY</u> COPY THEY PRINT.**

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<u>Violations of the Public Access and Internet Acceptable-Use Policy will result in immediate loss of computer privileges.</u>