

Computer Use Policy

Purpose of Library Computers

Library computers are made available to patrons and the public in order to further the library's mission of promoting literacy and learning. Computers are available for catalog search, word processing, and internet access.

Responsibilities of Computer Users

Computer users are required to use the computers for legal, ethical, and authorized purposes only. Memory keys and personal disks may be used. If, because of time constraints, a patron cannot complete a project, they may save the project to a library-owned thumb drive. No computer, connected to the internet, may be used for gaming, gambling, or pornography.

Unacceptable computer uses include, but are not limited to:

- damaging, destroying or modifying computer hardware, software, or data
- downloading internet programs/information to hard drives
- storing personal data on hard drives
- illegally copying copyright-protected materials: music, movies, or other media
- violating computer system security
- violating software license agreements
- violating network use policies and regulations
- harassing or slandering other computer users
- violating another user's privacy

Computer users are asked to cooperate with other users in a responsible manner. Computer time is limited to 45 minutes when others are waiting. Time may be adjusted for longer use if working on home work assignment or taking an online test. Printing costs are 10¢ per page for black and white, 50¢ for color.

Violators of these policies will be denied computer access.

Approved: 2-3-2016

Reviewed and approved March 1, 2017