

ELLINGTON FARMAN LIBRARY

POLICIES AND PROCEDURES FOR THE USE OF LIBRARY COMPUTERS

General Computer Use

1. A current library card is required. All patrons who use a library computer must sign a user agreement. Patrons under the age of 18 must also have signed parental permission to use a computer. All forms will be signed at the library following review with the Library Director. Patrons will receive a copy of the agreement, and the original will be filed at the library.
2. Users must be familiar with the general operation of the computer. Library staff is not required to give assistance beyond basic computer maintenance. If help is needed, an appointment may be made with the Library Director.
3. Sign-in is required at the front desk before each use of a computer.
4. Maximum computer time is one half hour, which may be extended only if no one is waiting to use a computer.
5. Computers are available primarily as educational and resource tools. Highest priority for computer time will be given to school and work related uses. Patrons who are using the computer for entertainment purposes will be asked to sign off if someone needs the computer for a higher priority use.
6. Free printouts are limited to three pages per document, with a charge of 10 cents for each additional black and white copy and 25 cents for each color copy.

Use of Software

1. The library is not responsible for any loss of data that may occur while using a library computer.
2. Patrons are asked not to leave any software or personal files on the computer hard drives. Library staff will periodically restore computer hard drives to their original configuration. Patrons may save their data on a disc purchased at the circulation desk. Use of discs from other computers is discouraged because of frequent virus contamination.
3. Patrons are not allowed to install their own CD Rom games.
4. Computer users are expected to properly exit all computer applications prior to exiting the system.
5. Computer users are not to delete any program files except their own work.
6. Illegal copying of software is not permitted.
7. Mistreatment of equipment, tampering with available programs, or disruptive behavior will result in the immediate suspension of computer privileges.

Internet Use

1. **This library maintains a zero tolerance for pornography. Failure to comply with this policy will result in immediate loss of computer privileges.**
2. There are areas on the Internet that contain questionable material. By going online, or permitting your child to go online, you are accepting any risks and absolving the Ellington Farman Library of any responsibility.
3. Signing up for any online services is not permitted. The library will not be responsible for any bills incurred by others.
4. Adding Bookmarks or Favorites, or adding shortcut icons to the desktop is not allowed.
5. Changing screensavers or other settings is not allowed.

User Agreement

1. User Section

I have read the above policies and procedures and agree to follow them. I understand that violation of the above policies may result in the loss of my privileges to use the library computers and any related equipment.

User signature: _____ Date: _____

2. Parent/Guardian Section (required for users under age 18)

I have read the above policies and procedures and have reviewed them with my child. I understand that the use of this technology carries responsibilities and risks. I give my child permission to use the library computers within the above policies. I release the Ellington Farman Library from any claims of damages arising from my child's use or inability to use the computers.

Parent/Guardian signature: _____ Date: _____