



PETERSBURGH PUBLIC LIBRARY COMPUTER USE POLICY

PURPOSE:

In response to advances in technology and the changing information needs of the community, the Petersburgh Public Library strives to develop collections, resources, and services that meet the cultural, informational, educational and recreational needs of our diverse community. It is within this context that the library offers access to the Internet.

POLICY:

1. Before using the computer for the first time, a patron must register by reading and signing a copy of the Computer Use Policy. A list of registered users will be kept at the circulation desk. Users must have a library card valid at the Petersburgh Public Library. Basic computer and Internet instruction will be provided to patrons upon request as time and staffing permits.
2. Users must sign in prior to using the library computers in the Computer Log Book located at the Circulation desk. Date of use, time in, computer used, and name are to be recorded in the log book.
3. Users must sign out after using the library computers in the Computer Log Book located at the Circulation desk.
4. Computer time will be available in one hour blocks. A patron may reserve no more than one hour of time a day. Printing must be completed within the allotted hour. Reservations will be held for ten minutes beyond the reserved time, then automatically canceled. A patron may use the computer beyond one hour if no one else requests it. However if someone else arrives they must relinquish it within ten minutes.
5. Patrons may not bring software from home or download it from the internet.
6. All data must be stored on a personal data storage device (e.g. USB memory stick) or online through personal cloud storage (e.g. DropBox, Google Drive). The Petersburgh Public Library is not responsible for loss of data or consequent damages arising from improper storage of data on the library computers.
7. Patrons should NOT turn off or reboot the computer at any time. See the librarian if there is a problem.
8. Patrons may not physically or electronically attach anything to library equipment. Patrons may not save bookmarks or add shortcuts to the desktop

of the Internet workstation. Patrons may not install, intentionally or accidentally, browser-modifying toolbars.

9. A printer is available for patron's use. Up to five pages may be printed at no charge. Beyond five pages, the cost is ten cents (\$0.10) per single sided page. Please click Print only once. Patron is responsible for any unintended multiple copies.
10. Do not change default computer settings. Patron is responsible for any printing "mistakes" that may result from changed settings.
11. Color Printing is available with assistance from a library staff member. All color printing is \$1.00 per single side printed page—no free pages, no exceptions.
12. All circulation desk transactions (printing, checkouts, payments, etc.) must be completed 5 minutes prior to the scheduled library closing time.
13. No more than two people may use a computer at a time.
14. Children under ten years of age must be supervised by an adult, unless an exception is granted by the Librarian.
15. Patrons are fiscally responsible for any damage they cause to the computers, related equipment, or software used. Parents are responsible for damage caused by children. The Petersburg Public Library is not responsible for loss of data or consequent damages arising out of the computer or library software.
16. Library equipment may not be used to duplicate copyrighted software. This is a crime. The library is not responsible for a user's illegal actions. Patrons must respect licensing agreements, copyright laws and "netiquette" while using the Internet.
17. Cyberpatrol, a blocking software package, is installed on Library computers. This is intended to block inappropriate sites from children. Anyone using the computer over the age of 18 may have the filtering software turned off. Patrons may be asked to provide the librarian with photo ID to prove they are adults.
18. The Petersburg Public Library does not warrant information found on the internet to be authoritative.
19. Failure to abide by any portion of this policy will result in the loss of computer privileges.
20. Computer privileges will be suspended if a patron owes more than \$4.99 in library fines.
21. This policy may be revised from time to time.

PROCEDURE:

Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Any illegal activity involving the Library's Internet resources or equipment will be subject to prosecution by the appropriate authorities. The Library reserves the right to take appropriate action to ensure compliance with this policy. Behavior that violates the Computer Use Policy will be handled as follows:

1. Anyone found violating any of the policies as stated above will be asked to discontinue the behavior citing this policy as reason that the behavior is unacceptable.
2. If the behavior continues, ask patron to leave the library premises.
 - a. If patron is under 18, attempt to contact parent to inform them child is no longer in the library.
 - b. If patron is under age 12, do not ask them to leave the library unsupervised unless authorized to do so by parent or caregiver. If parent or caregiver is not reachable, call police.
3. If patron refuses to leave, call police.
4. In cases of any criminal action, call police immediately.

APPROVED DATE: September 9, 1997

ADOPTED DATE: September 9, 1997

REVISED DATE: September 5, 2018

ACCEPTANCE OF PETERSBURGH PUBLIC LIBRARY COMPUTER POLICY

Patron Name

By signing my name below, I certify that I have read the library's computer policy, revised as of September 5, 2018, and agree to abide by all items as stated in the policy.

I further understand that, should I fail to comply to the library's computer policies, the Library and its representatives have the authority to follow the recommended violation procedures as stated herein.

You may receive a copy of this document upon request.

Patron (or Guardian) Signature

Date