

A.K. SMILEY PUBLIC LIBRARY

Computer/Internet Use Policy

We are pleased to offer the patrons of Smiley Public Library free access to computers and the Internet. Our computers are provided primarily for **research and education** in compliance with the mission of this Library.

All patrons must sign and return this agreement to the Circulation Desk. Patrons under 18 must obtain signed parental/guardian permission. Valid photo identification is required. A \$5.00 per year card fee will be charged for non-residents who do not have a Smiley Public Library card. A \$1.00 day use pass will be charged for non-residents who do not have a Smiley Public Library card that will allow 3 hours of computer usage for the day. The cards are issued to individuals and are not to be used by another person.

While our intent is to further educational goals and objectives, some material accessible via the Internet may contain items that are illegal, inflammatory, inaccurate or potentially offensive to some people. Patrons are responsible for good behavior while using the Library computers and the sites accessed. Access is a privilege, not a right. *Inappropriate use or violations of this policy will result in cancellation of this privilege.*

- Computer access to the Internet is limited to 3 hours daily in order to maximize the availability for all users.
- Log-in numbers will not be looked up; replacement cards are available for \$2.00 at the circulation desk.
- 15 minutes before Library closing time computers are automatically shut down.
- Use of the computer stations is on a first-come, first-served basis. Users must wait at the designated seating for the next available station.
- Printing is available at a cost of 20 cents per page for B&W and 50 cents for color. A self-service station is available for all printing.
- Flash drives and earbud headphones may be purchased at the Circulation Desk for a nominal fee.

The following is **not** permitted:

- Downloading files to the computer's hard drive. Patrons may use flash drives that have been brought in from another source.
- Sending or displaying offensive messages or pictures. This may include material which the patron does not find personally offensive.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or networks.
- Removing hardware from the library.
- Employing the network for commercial purposes.
- Any activity which constitutes a violation of local, state, and/or federal law, including but not restricted to, copyright laws.

Violations will result in a loss of access, and possible disciplinary or legal action.

The Library assumes no responsibility for damages incurred to another computer due to viruses or other corrupted files contained on disks used with the Library's computer system.

For your privacy and safety, please delete any files saved to your computer before ending your session

Storage devices left at the library for more than 30 days will be properly recycled without removing any data.

Although stations in the Young Readers' Room have filtered Internet, parents of minor children must assume responsibility for their children's use of the computer or Internet through the Library's connection.

PARENTAL AGREEMENT

As the parent or legal guardian of the minor named below, I grant permission for my child to use the computer services such as the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, incomplete or inaccurate, but I accept responsibility for guidance of use by setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent Signature _____

Name of Minor _____

Date _____

USER AGREEMENT

As a user of the A.K. Smiley Public Library computers, I hereby agree to comply with the above stated policies and communicate over the network in a responsible fashion while honoring all relevant laws and restrictions.

Signature _____

Name (print) _____

Date _____

All policies are subject to change by Library Administration.