

## **VALENTINE PUBLIC LIBRARY COMPUTER POLICY**

1. Patrons wishing to use a computer must log in with either their patron card number or a temporary pass, which will be issued at the front desk. Computers will not be reserved and will be available on a first come first served basis. Youth under the age of eighteen (18) years of age will be required to have a signed parental/guardian approval form on file at the library before they will be allowed access to the Internet.
2. Children under the age of seven (7) must use the computers with an adult.
3. Users must abide by copyright, contract, and other local, state, and federal laws.
4. Intentional use of the Internet to access, transmit, or process obscene, adult, minor, racial or sexually harassing material is prohibited.
5. Users are prohibited from installing, downloading, or deleting any software on library computers. Any patron access to restricted areas of the library computers' hard drives is strictly forbidden and could result in legal action.
6. Appropriate library behavior must be maintained while on or around the computers. This includes behavior such as keeping voices down, staying at one computer during your scheduled time and relinquishing computers promptly when usage time has ended. The library reserves the right to terminate any Internet session that disrupts library services or that involves user behavior that violates the library's policies.
7. Users are prohibited from tampering with any library computer equipment, including, printers, mice and headphones. If the equipment is not operating properly, ask for help from the library staff. **DO NOT ATTEMPT TO FIX THE PROBLEM ON YOUR OWN.**
8. Prompt payment is required by users who incur charges for printing or other authorized fees. Each page printed is .10 cents per sheet. Color copies may be made for .50 cents per sheet, \$1.00 per sheet if on the library's photo paper.
9. **Time limits.** Initial use on the Internet/word processing stations is **one (1) hour per day** and will be on a first come, first served basis. If there is a waiting line then time will be limited to 30 minutes. Additional use will be allowed based on availability if no one is waiting. However, if the user is involved in a class or individual instruction or needs a few more minutes to finish a project and no one else is waiting to use the computer, the patron can continue to use it at the discretion of the librarian.
10. **Fines.** All fines must be paid before computer use will be allowed.

11. **Sanctions.** Violations of the policies described above for legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving library computing resources may also be subject to prosecution by local, state or federal authorities.
12. All library computers will be shut down 15 minutes before the library closes. Users must have all searching and printing completed before this time.
13. Unacceptable behavior and violations of the computer use policy may result in the following; first will be a warning, second will be a thirty (30) day suspension of internet use, third will be suspension from all library privileges. The level of action shall be determined on a case-by case basis and shall be within the sole discretion of the library director and/or staff.

#### **Disclaimer**

Since the Internet is a global electronic network, there is no regulatory control of its users or content. The Internet and its sources may contain controversial material. The library cannot censor access to material nor protect users from offensive information.

The library staff cannot control the availability of information links that often change quickly and unpredictably. Not all sources on the Internet provide accurate, complete, or current information. Users need to be good information consumers, questioning the validity of the information.

Revised and adopted by the Valentine Public Library Board of Trustees:  
**10/23/2018**