

**ELK TOWNSHIP LIBRARY
PUBLIC USE OF LIBRARY EQUIPMENT
POLICY COMPUTER AND INTERNET ACCESS**

Computers will be available on a first come, first served basis.

All users must read and sign the computer rules and registration form before using the computer. All users are expected to use the computer in a responsible manner.

The library is not responsible for the accuracy or content of information found on the internet, CD-ROM products, or other sources of information. The library is not responsible for any costs or fees incurred by patrons using the computer.

Children under the age of 13 must have a parent or legal guardian present when using the computer. Children ages 13 through 17 must have a permission form signed by a parent or legal guardian before they can use the computer on their own.

The Library's computers are not filtered. It is up to the parent or legal guardian of a minor to supervise their internet use, if they have concerns. Elk Township Library Staff will not be responsible for monitoring their activity.

Patrons will be allowed 60 minutes of computer use, per patron, per day. Patrons will be allowed to use the computer once per day. If no one is waiting to use the computer, additional time may be added in 15 minute allotments up to a maximum of 1 hour and 30 minutes total time with the approval of the library staff.

The computer will be shut down by staff, 10 minutes before closing time. **NO EXCEPTIONS.**

The computer will be shut down by staff, if there is severe weather imminent or any disruption of power to insure that no damage occurs to the computer. **NO EXCEPTIONS.**

Patrons may not load personal software on the library's computer(s), attach equipment to, or alter the library's computers in any way.

No downloading or placing any material onto the Elk Township Library's computer(s).

Patrons may not furnish their own paper, disk, CD, etc. Paper will be available from the library at 10¢ per sheet. A disk may be purchased from the library for \$1.00 if you have material to be saved. If you plan to be working on the same project again, the disk can be labeled and stored by the library for your future use for up to one (1) year. After one (1) year without use, the disk will either be turned over to the patron or (if unavailable) destroyed. **ONCE TAKEN FROM THE LIBRARY, A DISK MAY NOT BE BROUGHT BACK AND USED.**

Users are responsible for any damages to any computers or software. Physical damage to any hardware or software will require the immediate replacement of the damaged materials, at the patron's expense.

Deletion or alteration of material from the computer will result in a charge based upon the time and pay rate of the person(s) repairing the damage and any replacement material needed.

Users are prohibited from making unauthorized copies of copyrighted, licensed, or otherwise controlled data.

Users are prohibited from accessing fee-ased services. The library will not be responsible for paying these costs.

Users must not send, receive, or display text or graphics that may be reasonably construed as pornographic.

Computer resources may be used for educational, informational, and recreational uses. All users of electronic information including the internet are expected to use these resources in a responsible manner.

Computer resources may not be used for unauthorized, illegal, or unethical purposes. Illegal acts involving library computing resources may be subject to prosecution by local, state, or federal authorities.

No use of any "**chat**" rooms will be allowed.

Users must properly exit from all established menus or applications and return the screen to the icons upon ending computer use.

If a patron's use of the computer creates a disturbance in the library, he / she will be asked to log off for the day.

Failure to follow these rules will result in the consequences the follow.

FIRST OFFENSE

Patron will be barred from any use of the library computer(s) for six (6) months starting from that day.

SECOND OFFENSE

Patron will lose computer privileges for a period of one (1) year starting from that day.

THIRD OFFENSE

Patron will lose all computer privileges indefinitely.

Appeals will be decided by the Elk Township Library Board on a per incident basis.