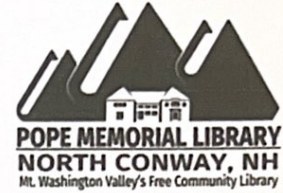


Pope Memorial Library Patron Computer Use Policy & Guidelines

Approved by the Board of Directors – April 2019



Mission

The **Pope Memorial Library** offers free high-speed internet access on several public access computers. This is in keeping with the mission of the library to provide resources and services that educate, inspire, and entertain people of all ages and backgrounds, and to share information and ideas in a welcoming and safe environment. Offering access to computers and the internet is part of the effort to bridge the digital divide- the uneven distribution of information and communication technologies.

Registration and Access to the Library's Computers

Computer use is available on a first-come first-served basis. Use of sign-up sheets is mandatory. It is not necessary to own a library card to use the computers.

If somebody is waiting for a computer, the usage of the computer station is limited to 30 minutes. By accessing any library computer, you are agreeing to follow this Computer Use Policy. Computer stations are shut down 15 minutes before closing time. Please plan accordingly and leave the computers promptly. Computer access may be denied if a user does not obey by these rules and guidelines.

Internet Access

The Internet is an unregulated medium; there is no guarantee for the quality or character of web-based information. We do not use web filters as these have shown to impede legitimate information searches. This reflects the American Library Association's "Right to Read" policy which does not limit information available to patrons due to age, origin, background, or views.

This Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. It is strictly forbidden to view sexually explicit or other material inappropriate or offensive in a public setting. We reserve the right to suspend computer privileges if we are of the opinion that this policy was violated.

Assistance

The library is pleased to offer free Internet and computer use to the community. However, we do not have enough staff to offer extensive assistance or training. All users who sign up to use the Internet must possess basic computer skills. If time permits, the library staff is happy to offer basic assistance. Please inform the staff immediately if there is a problem with a computer.

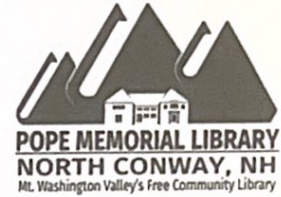
Computer Use by Children and Minors

Minors under 18 need a signed parental permission form to use the computers; a parental permission slip is valid for one year and needs to be signed annually.

Children under 10 must be supervised by a parent or legal guardian. We may ask for an ID for any user looking 25 years of age or younger.

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The computer in the children's room is reserved for children up to age 16 unless special permission for an adult was granted by the librarian.

As with other library materials, restriction of a child's access to the Internet is the sole responsibility of the parent/legal guardian. The library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

Email

Patrons may use web-based email accounts. Do NOT open email from unfamiliar senders or open email attachments you do not expect or that end with .exe.

Printing and saving Documents

Printouts are 20 cents per page or 30 cents for 2-sided printouts. You need to pay for every page printed, even if printed by accident. We recommend using the print preview function before printing. Please pay for your printouts at the circulation desk when signing out at the end of your session.

Patrons may not save files to the computer. Files may be saved to online file saving services ("clouds" like *Google Docs* or *Dropbox*). USB flash drives brought from outside are to be used only with our Chrome Boxes.

No flash drive may be used on any Windows computer belonging to the library due to the potential of virus corruption. We recommend emailing any important document to yourself.

Care of Equipment

1. Please treat all equipment gently.
2. Do not touch the monitor screen.
3. No food or drink at the computer workstations.
4. Please inform the staff immediately if there is a problem with a computer.

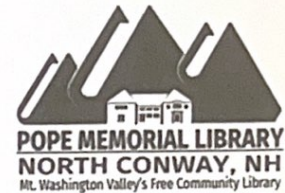
Computer Balcony

Computer use for adults is limited the computer balcony area and computer "A" in the main room. The computers on the balcony are all Chrome Boxes (Chrome OS) which are perfect for browsing the internet or creating and editing documents in the Google cloud (Google docs and sheets, etc.). But the connection to the printer is rather unstable which is why we recommend printing from computer A, which is a Windows computer.

The computer in the children's room is reserved for children up to age 16 unless special permission for an adult was granted by the librarian.

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We kindly ask our patrons to use the computers on the balcony first so that computer A is available for elderly and disabled patrons, and patrons who need to print.

Wireless Access

We offer wireless Internet ("Wi-Fi") at the library. Within the library building, please use your laptop or device *only* on the *Computer Balcony* above the main room. That is also the only area where you are able to plug in your laptop (outlet on the floor under the desk with a power strip on top of the desk). Safety regulations prohibit plugging in any electronic devices, including cell phones or laptops, anywhere else in the building.

Please follow all the below mentioned browsing courtesies such as no viewing of websites that could be construed as offensive or inappropriate in a public setting, or that could create an intimidating or hostile environment.

Laptops are not allowed to be used in the children's room unless the user is under the age of 16 and only when approved by the librarian.

Computer Usage Guidelines and Courtesies- Summary

- Users may not view, send or receive, or print sexually explicit text or graphics inappropriate for use in a public setting.
- Users may not use Library computers for any activity that is offensive or creates an intimidating or hostile environment.
- Users may not alter, damage, abuse, or sabotage computer equipment or software.
- Users may not download or install programs.
- Users may not alter screen settings, home page, toolbars, etc.
- Users may not use external hardware such as cameras, MP3-Players, etc.
- Users may not use USB flash drives on Windows computers belonging to the library.
- Users may not save files onto the hard drive.
- Users may not use any library terminal for illegal purposes.
- Users may not violate licensing agreements or copyright laws.
- No more than two people at one terminal are allowed.
- No food or drink are allowed at the computer workstations.
- No cell phone conversations in the library, please, unless an exception was made by the librarian; please shut your cell phone off or set on vibrate before entering the building.