

Danville-Center Township Public Library

Computer Use Policy

The library will provide self-service, public access to computers. The computers are provided to help library users improve their computer literacy skills, provide access to a computer to those who would not otherwise have it, provide access to certain reference CD-ROMs and provide Internet access.

The library will provide basic system maintenance. Limited staff time and expertise will be available for operation of the computers. Users are expected to understand the basic operations of the computer. Library staff may be able to help with general questions but cannot give help on specific software/programming questions.

The library will not be responsible for any damage to user's software, disks, etc. resulting from the use of the library's equipment.

The library will not charge for use of the equipment. However, there is a charge of 15 cents for printing in black and white from the computer, and 50 cents for color printing.

RULES OF USE

- 1) Users will be expected to keep noise to a minimum while using the computers.
- 2) The Library reserves the right to cancel or interrupt use of the computer and to suspend a user's computer use privileges for failure to observe any part of this policy.
- 3) Users may be requested to limit their computer time to no more than 60 minutes if others are waiting.
- 4) It is the user's responsibility to take proper care of all equipment.
- 5) Users may be asked to pay the replacement cost of any equipment or materials lost or damaged as a result of carelessness by the User or failure to inform Library employees of malfunctions.
- 6) It is the user's responsibility to immediately report any difficulty or problems to the Library staff when there is a fault or problem with any equipment or materials.
- 7) It is the user's responsibility to observe all copyright laws. The user is not to duplicate any computer program, documentation or any other material which is not in the public domain.

8) Users may not change the boot process or the operation of the computer. Any user found tampering with the boot process or basic operation of the computers will be charged a fine equal to the amount charged to the Library for returning the computer to its original setup.

9) The Internet is a global electronic network without government control of its users or content. The Library cannot be responsible for the reliability or quality of information found on the Internet. The Internet may contain material of a controversial nature. Parents must assume responsibility for their children's use of the Internet.

10) Sexually explicit or sexually suggestive (obscene/pornographic) material access and/or viewing is prohibited. Users must also refrain from inappropriate conduct. Examples of inappropriate conduct include, but are not limited to: violation of computer security systems, violation of another user's privacy, violation of computer usage policies, use of the computers for unlawful, indecent or malicious activities, misrepresentation of oneself or the Library, use of abusive or objectionable language, engaging in harassing behavior such as sending or posting slanderous, libelous, obscene or threatening messages, and other activities that could cause congestion and disruption of networks and systems.

11) It is the responsibility of parents or guardians to notify the Library if they do not wish their minor children to use the computers.

12) The computers shut down automatically fifteen minutes before the Library closes. The Library staff cannot extend that time, and the Library will not be responsible for any lost data.

13) Failure to observe any part of this policy may result in suspension or revocation of the user's right to use the computer and the Library.

*Approved 09-05
Renewed 07-06*