PUBLIC ACCESS COMPUTER POLICY

The Colebrook Public Library offers direct limited access to the Internet and selected on-line services as part of its commitment to the role of the public library in the Information Age. The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection.

Access to library materials, whether print or non-print, shall not be restricted because of a patron’s age, race, religion, gender or socio-economic status. The Colebrook Public Library assumes no responsibility for information available through electronic access that patrons may find to be inaccurate, offensive and / or illegal. **The library does not serve in LOCO PARENTIS**, and we encourage parents to supervise their own children‘s use of library facilities.

The Internet is a powerful tool for finding information, but other library resources may be more appropriate for locating some information in a timely manner. Not all sites on the Internet provide accurate, complete or current information. The Internet user must evaluate the validity, accuracy and appropriateness of the information found on the Internet.

Children under the age of fifteen (15) **must** have a parent or legal guardian sign, **in the presence of a librarian,** after reading the guidelines. Those under the age of ten (10) may use the computer when accompanied by an adult or older sibling. Users shall respect the policies, rights, and convention of all the organizations and individuals who use the Internet, and shall not access any systems for which access has not be authorized.

Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment or the service will result in the user being denied further access to the service. Malicious damage may result in prosecution. Damage to other computers, networks or products accessed through the library’s internet connection will be traced and perpetrator will be prosecuted to the full extent of the law. Parents / Guardians will be held financially responsible for any damage done by their children.

 Approved: 11/3/20

**GUIDELINES FOR PUBLIC INTERNET ACCESS**

1. Patrons will sign in and out at the circulation desk. Once you sign in, you will **STAY** on that computer.
2. Children under the age of fifteen (15) **must** have a parent/legal guardian sign, in the presence of a librarian after reading these guideline. Those under the age of ten (10) may use the computer when accompanied by an adult or older sibling.
3. Patrons **will not** be allowed to use the Internet if there is an outstanding balance owed or overdue materials checked out on their card.
4. Users agree to obey all applicable federal, state and local laws governing copyright, licensing and content restrictions.
5. The Library is a public place, users are asked to use resources appropriately and respect the privacy of others. **Users may not send, receive, or display text or graphics which may be construed as pornographic.** Library staff have the authority to end an internet session. If someone has been asked on one previous occasion to quit an inappropriate site, this user will be banned from the computer for up to six (6) months.
6. NO SAVING FILES TO THE HARD DRIVE.
7. Printouts are .20 a page. If you need help minimizing you pates, please ask a librarian to help you. **Students**, doing school work, are allowed 5 pages for free. **Print out only what you need or you will be charged the full amount of pages.**
8. We advise that you reserve a time slot or call to see if the computers are available. Patrons may sign up for ½ hour blocks of time. Access is strictly limited to two (2) hours per person per week. Unreserved time may be used on a walk-in basis. Users who are ten (10) minutes late, forfeit their scheduled time if someone else is waiting.
9. Library staff will assist only as their time and expertise allows. However, if the screen “freezes” or other MAJOR problems develop, notify staff immediately. LIBRARIANS WILL HELP YOU IF THE COPUTER DOESN’T WORK. We are not computer experts, and may not be able to solve technical problems, but we will make every effort to assist you.
10. **STAY OUT OF PLACES YOU DON’T BELONG.** No manipulation of operating systems, setups or files is allowed; this includes desktop settings and screen savers. **DO NOT SAVE PASSWORDS,** these are public computers. Exit programs properly and DO NOT TURN OFF COMPUTER. The library staff will turn the computers on and off.
11. Any damage to the computer or its peripheral devices is the responsibility of the user. Damage deliberately done to other computers, networks or products accessed through the library’s internet connection will be traced and the perpetrator will be prosecuted to the full extent of the law. Parents/legal guardians will be held responsible for any damage done by their children.
12. Computers will be turned off **FIFTEEN MINUTES** before closing.

These rules must be read and signed before use of computers is permitted.

Signature printed name birth date date

Parental signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this agreement, you have read (or have had read to you) these rules and understand them. Not following these rules means that your computer privileges will be lost temporarily or permanently as determined by the library staff.

Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Librarian Initials Date