

# Computer Usage Policy

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**PURPOSE:** The Beacon Falls Public Library is committed to providing the best possible resources to meet the educational and informational needs of the residents of Beacon Falls. In addition to using traditional collections, the Beacon Falls Public Library supports the use of electronic reference sources to further enhance options for information.

Some information on the Internet is of a mature nature and may not be suitable for children. While the Beacon Falls Public Library generally agrees with the American Library Association's policy that all information should be equally available to all patrons regardless of age and has not installed filters that restrict where users may browse, certain policies have been put in place to protect all patrons. It is expected that a child's parent or legal guardian, not Beacon Falls Public Library nor its staff, is responsible for the information selected and/or accessed by children.

**POLICY:** Beacon Falls Public Library patrons shall agree to the rules that are posted on the library's computers before using them. The posted rules include:

1. Files must be saved to patron's storage device as all saved files will be deleted at the end of each day.
2. Patrons must pay for all copies which are sent to the printer, including those which are sent in error.
3. Library computers shall not be used to view, print, distribute, display, send or receive images of obscene materials or material that are harmful to minors. Library personnel may monitor patrons' use of the internet to assure that library policies and procedures are being followed. Failure to comply with this section will result in a patron being asked to leave the library. Repeat offenders may have their computer privileges revoked.

## Other Procedures and Guidelines

1. Library staff shall set up computers, enter required passwords, and shut down computers. All computer users must have basic computer skills, including the ability to use a mouse, as time does not permit staff to assist users other than to get them set-up. Those requiring additional training are encouraged to schedule a "Book-a-Librarian" session.
2. All computer users who wish to use the computer must have a valid public library card or request a temporary code from the librarians.
3. Parents/Guardians who do not allow their child's use of the library computers shall notify the library staff in order to block access.

4. The Internet and search tools are easily available to the public. E-mail is permitted as long as accounts are those provided through one of the many free email providers. Software may not be downloaded to the library computers.
5. The charge for printing is \$.15 per printed sheet or 2 printed pages for \$.25 (8/\$1.00). A reduced charge (\$.10) applies for any print which is for school, Beacon Falls business owners or non-profit town organization. Fees apply whether users provide their own paper or it is supplied by the library.

The charge for color printing is \$.50 per printed sheet. Please see the librarians for information on how to access the color printer.

6. The library computers are available for word processing and browsing during library hours. Computer users must log off 15 minutes before closing.
7. The computer user is responsible for any and all damage to the personal computer or laptop used or peripherals. Charges for such damage will be based on the repair and/or replacement costs.
8. The computer user is responsible for obeying all laws pertaining to copyrighted and protected software.
9. The computer user is advised that not all information on the Internet is accurate and that personal information entered into the computer may not be secure.
10. Food or beverages are not permitted at the workstation or on desktops where computers are in use. Computer users are expected to leave the premises to partake of food or beverages. All trash must be placed in trash receptacles provided.
11. The library reserves the right to modify or change the policies, procedures, or guidelines at any time.

Adopted:

Revisions approved: March 2007

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