CHERRY VALLEY MEMORIAL LIBRARY (2016) PUBLIC ACCESS ACCEPTABLE COMPUTER USE POLICY

Cherry Valley Memorial Library provides two networked computers for public use during regular library hours. The purpose of personal computers in the library is to promote computer literacy; to make available some widely used computer software, to offer Internet access, and to expand online library services.

ELIGIBILITY:
Anyone coming to the Library is eligible to use the computers. A library card is not required. Children age 7 and under must be supervised by a parent/guardian. **By using any one of the library's public access computers, you automatically agree to our PUBLIC ACCESS ACCEPTABLE COMPUTER USE POLICY.**

ACCEPTABLE COMPUTER USE:

- It is not acceptable to use the library's electronic resources for any illegal or criminal use.
- Users must respect the legal protection provided by copyright and license to programs.
- Users shall not intentionally cause damage to library computer equipment, develop or use programs that infiltrate, damage, or alter the software components of a local or remote computer or computing system.

- Users may not make any attempt to damage library computer equipment or software or alter software configurations.
- Users shall not intentionally seek information on or use computer accounts, access codes, data files, or network identification numbers assigned to others. Unauthorized access and so-called "hacking" is prohibited.
- Users may not install software on any library computer, and may not run programs not already installed.
- Use of computers to display or disseminate obscene or pornographic material in the library is prohibited.
- Users must respect other users' privacy.
- To address the issue of safety and security of minors (individuals who have not attained the age of 17) when using electronic mail, chat rooms, and other forms of direct electronic communications, the Library recommends the following safety guidelines. Minors should:
  1. Always ask parents' permission before using their full name, address, telephone number, or school name anywhere on the Internet;
  2. Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand;
  3. Never respond to messages that make them feel uncomfortable or uneasy;
  4. Never give out a credit card number or password online without parental approval, and

5. Never arrange to meet in person someone they have met online unless they discuss it with their parents and an adult accompanies them.

SCHEDULING:

Computer time is limited to 30 minutes per turn on a first-come, first-served basis. Be prepared to stop when your allotted time has expired. If no one is waiting for a turn, you may continue using the computer. Reservations for specific computers or times will not be made. The Library reserves the right to schedule computer use to begin 15 minutes after the library opens and end 15 minutes before closing time.

HARDWARE/SOFTWARE RESPONSIBILITIES:

All software programs are pre-loaded on the computers. The computers have been configured so that you may not load any programs or files onto the hard drive. To save your information, you may use a CDRW or a thumb drive. The Library does not provide CDRWs or thumb drives. The library will not be responsible for any erasures or other damage to your disks or thumb drives resulting from your use of the library computers.

PRINTING:

A black & white laser printer is available for use at a charge of 10 cents per page (no discount for user supplied paper). Color printing is not available. Public use does not include label making. **Please ALERT STAFF to cancel any printing jobs sent to the printer by accident to avoid being charged for printing multi-page documents that you do not want!** The first 10 pages of printing for school homework is free for Cherry Valley-Springfield and/or homeschool students in grades K-12.

ASSISTANCE & TRAINING:

The staff will assist you with accessing software programs. The staff may also be available to assist with simple software questions and limited Internet searching as time permits. Assistance with complex questions and word processing document preparation cannot be accommodated. Self-help books have been purchased to help you with Windows 10, Microsoft Word 2013, Excel 2013, Access 2013, Publisher 2013, and Power Point 2013.

OTHER:

If there is a problem with the computer, ask for staff assistance first. When finished, log off the computer to clear your history and make the computer available for the next user. **NO FOOD OR BEVERAGES ARE ALLOWED AT THE COMPUTER TABLES.** No one may sit/stand on the computer tables. Do not touch the monitor screens. Rough treatment of the equipment will not be tolerated. The Library will not be responsible for injury or damages to individuals/groups or to their personal

property resulting from the use of the library computers. Violation of the PUBLIC ACCESS COMPUTER USE POLICY will result in the loss of computer use privileges at Cherry Valley Memorial Library.

The library computers are equipped with anti-virus software, Four County Library System supplied filtering software and set-up & configuration safeguards. The Library is not liable for the adult content you may find on the Internet.

This policy will be reviewed and revised as necessary.

Adopted: 01/07/1998, revised 07/10/2001, revised 01/13/2010, revised 04/02/2014, revised 03/29/2016
Cherry Valley Memorial Library Board of Trustees