

Lied Public Library Policy**Section: Collections, Access, and Technology****Subject: Computer Policies****Board****Approved: 02/2006****Reviewed:****Revised:1/2009, 8/2011. 03/2014, 01/2017**

Computer Policies

In striving to keep up with continual changes in our community culturally and educationally, the Lied Public Library offers access to computers and Internet services.

The following rules govern access and use of the Library's computers:

1. Users must have a library card or use a daily visitor pass to use library's computers. No account/pass is needed for the children's computers.
2. A Log In Account will be issued for each computer user. Users cannot lend their account information to others. The user to whom the account is issued is responsible. Suspension of computer use may occur if log in accounts are abused.
3. There is a 90-minute time limit per day for computer use, if no one is waiting to use a computer an additional 15 minutes will be given up to 120 minutes. The computer system will keep track of the amount of time used per day and notify user when limit is reached. Computers will automatically shut down at 10 minutes on week days and 15 minutes on Saturdays before the Library will close. Children's Computers are limited to 60 minutes per day.
4. If use of a computer results in disruption of library services or if behavior becomes inappropriate for a library setting, the Library staff reserves the right to end the use of the computer at any time. Only 1-2 users may be seated at a computer. Library staff may limit seating to one person per computer due to space, behavior, or noise considerations. (See Behavior Policy)
5. Printing is available from library computers, except children's, for a fee.
6. A storage device may be used to save information from a computer. Users may not save anything to the hard drive of the Library's computers.
7. Each user is responsible for complying with the copyright laws and adhering to software licensing agreements.
8. Individual software may not be installed or used to alter or attach equipment to the library's hardware or attempt to bypass security features.
9. Library staff may be able to help with basic computer use and startup procedures, but may not be able to provide information on the use of each software program. If one has never used a computer or if one has specific questions about software programs, free computer classes are offered at the library, as well as reference books and user guides are available.
10. Misuse/violation of the computer or any Library Policies may result in suspension or loss of computer privileges.
11. Physical damage to computers or library material may result in legal action and/or the payment for repair or replacement of damaged items.
12. Headphones are available for loan at the front desk. They must be returned after use or the user will be charged for replacement and headphones are sanitized after each use. Users are responsible for broken/damaged or lost headphones.

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The computers located in the Children's Department are made available for children. Young Adults and Adults are asked not to use these computers unless assisting a child in their use.

- Parent/Guardian assistance is requested if children are not able to use the computers on their own

The computers located in the Teen Area are made available for young adults.

- Young Children and Adults are asked not to use these computers.