

## COMPUTER USE POLICY

You must read and agree to the terms below before  
Continuing to use this service.  
Use of this service is a privilege.  
Failure to comply with these terms will result in the  
Loss of that privilege.

Activating this timer constitutes agreement to the  
Library's Internet and Computer Use policies.

Computer usage time is from opening until 15 minutes before closing at  
Elwood Public Library, Frankton Community Library and Ralph E.  
Hazelbaker Library.

1. Exit from all programs when you are done. **DO NOT TURN OFF THE COMPUTER.**
2. If you wish to save material, download your files to a removable storage device. Virus-checking software will NOT protect your computer if you download programs. If you are concerned about the possibilities of computer viruses, you should install and use virus protection software on your own computer. The library is not responsible for damage to personal removable storage devices.
3. **DO NOT modify this computer or software in any way.** This includes downloading and installing programs or plug-ins on this computer.
4. All applicable laws regarding copyright must be obeyed. (Title 17, U.S. Code)
5. Do not display text or graphics that may be legally defined by State and/or Federal law as obscenity or child pornography.
6. Users have the right of confidentiality and the right of privacy. However, security is technically difficult to achieve, and the computer is located in a public area. Electronic transactions of information and viewing screens could become public. As a result, **the library cannot guarantee privacy or confidentiality.** Remember to exercise common courtesy. It is rude to look over another's shoulder to see what he or she is doing on the computer, and it is disturbing to another's concentration to stand around the computer while waiting your turn. Remember that people using the Internet after you may see which

- sites you have visited. One person to a computer except for a patron that needs assistance.
7. Be aware that the connection may fail or the computer may “freeze” while you are using it. Such occurrences are unfortunate, but do not entitle you to go beyond your allotted time if others are waiting. The computers in the Computer Lab will be unavailable when needed for training.
  8. Use of the Internet access computers is on a first-come, first-served basis. Patrons will be given one (1) hour on the computers to start with. If no one else is waiting you may begin extending your time in fifteen (15) minute increments for a maximum time of two (2) hours. If patrons are waiting to use the computers after your one-hour time limit, you must relinquish your computer for those waiting. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time. No reservations for future days will be made and telephone reservations will not be taken. **It is your responsibility to give up the computer after one hour.** If all computers are full the patron can reserve a computer by asking a staff member.
  9. **Printing is 10 cents per black and white copy and 40 cents per color copy.** All printing is sent to a central printer at the Adult Circulation Desk. You must pick up your copies and pay at the Circulation Desk.
  10. Misuse of the Library’s computers will be subject to the Library’s Patron Behavior Policy. The use of the computer should not infringe upon the rights of others.

Adopted 4/12/03

Reviewed & Amended 05/08/06

Reviewed 06/11/2007

Reviewed & Amended 05/12/2008

Reviewed & Amended 06/10/2009

Amended 07/22/2009

Reviewed & Amended 05/10/2010

Reviewed & Amended 05/09/2011

Reviewed 06/11/2012

Reviewed & Amended 05/13/2013

Reviewed & Amended 05/12/2014

Reviewed 05/16/2016

Reviewed 05/08/2017

Reviewed 05/14/2018

Reviewed 05/13/2019

Reviewed 07/13/2020