Carrollton Public Library
One North Folger Street, Carrollton, MO 64633
Computer/Internet Usage Policy

I. Policy objective

a. The objective of this policy is to provide guidelines for acceptable usage of the Carrollton Public Library internet access computers.

b. The primary purposes of the library computers are to provide high speed internet access for informational and educational purposes for the public, be used as word processors, be used to prepare presentations, and be used as research tools.

c. The Missouri Research & Education Network (MOREnet) is the Carrollton Public Library's internet provider through the Remote Electronic Access for Libraries Project (REAL Project). The library agrees to comply with all conditions and requirements set forth in the MOREnet Acceptable Use Policy. The library also agrees to comply with the Children's Internet Protection Act (CIPA) by installing filtering software on all library computers.

d. All computer users must read and sign the computer policy. Children 10 years of age through 18 years of age may use the internet access computers, but must read and sign the policy along with a parent. Children younger than 10 years of age must have a parent with them at all times while using the internet access computers.

II. Policy guidelines

a. Computers will be turned on and off by the trained library staff.

b. Computer users must sign in (clock in) at the circulation desk by notifying a staff employee. Computer users must also sign out (clock out) at the circulation desk by notifying a staff employee.

c. No programs or personal files will be copied or saved on the computer's hard drive. The staff reserves the right to delete programs and files.

d. If a patron needs to save his work, he must provide a diskette or CD to download his/her information or purchase a diskette or rewritable CD at the circulation desk for $1.00 each. The Board of Trustees shall decide upon the actual fee.

e. Information and work may be printed at a cost of .20 per page for black and white printing. Color printing is available for the cost of $1.00 per page. Printing instructions are provided at each computer. All pages printed must be paid for. The Board of Trustees shall decide on the actual fee.

f. **Computer usage is limited to two (2) one hour non-consecutive session per user per day. Library staff may extend the one-hour time limit when deemed necessary or appropriate. Reservations are available if circumstances indicate (i.e. proctoring online test, completed online job applications or resumes).** *(Originally adopted August 3, 2004; modified June 28, 2011)*

g. The library staff has no control of the Internet and is not responsible for what it contains.

h. It is not acceptable to use the library's internet access (MOREnet) for any purpose that violates the intellectual property rights of others.

i. It is not acceptable to use the library's internet access (MOREnet) in a manner that intentionally or negligently disrupts normal network use and service. Such disruption would include the intentional or negligent propagation of computer viruses, the violation of personal privacy, and the unauthorized access to protected and private network resources.

j. It is not acceptable to use the library's internet access (MOREnet) for commercial activities that are not in support of education, research, public service, economic development or government purposes. Further, it is not acceptable to distribute unsolicited advertising.

k. The library does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error free or uninterrupted; nor shall the library be liable for any direct or indirect, incidental, or consequential damage (including lost data or information) sustained or incurred in connection with the use, operation, or inability of the system. Any personal or private information, such as user names, passwords, credit card numbers, bank information, etc., will not be saved on library

computers. The library is not responsible for damages, such as those caused by identity theft, when using library computers.

l. Only computer games that are purchased by the library and installed by the staff may be played on the library computers for the computers in the children's library and the Young Adult Section of the library.

m. Music videos are not allowed on library computers.

n. Computer users who have overdue books, owe fines or damages, or have a lost book(s) may not use the computers until books are returned and fines or damages have been paid.

o. The Board of Trustees of the Carrollton Public Library may change computer guidelines when necessary.

p. Computer usage is a privilege, which may be revoked by the library staff at any time for abusive conduct. Such conduct includes, but is not limited to the placing of unlawful information on or through the computer system, and the use of obscene, abusive, illegal, or otherwise objectionable language or images in either public or private files or messages.

q. At no time will the user change settings, Windows setups, passwords, move/delete icons, change font size or screensaver, or download any files onto the library's computers, or otherwise compromise the library's equipment or software. To do so may result in permanent suspension of the Internet card and privileges.

r. Out of respect for other people using the library and Internet, no more than one person per computer at a time; with the exception of a parent assisting a child with research or allowed by library staff.

Patrons will have read the above-stated policy, fully understand it, and agree to follow the guidelines stated. Should a patron breach this policy, they understand that they may lose all computer privileges. *(Adopted August 28, 2007)*

I have read the policy, understand it, and agree to follow the guidelines stated. Should I breach this policy, I understand that I may lose all computer privileges.

Dated: _____

Patron Signature: _____

Student Age: _____   Parent Authorizing Signature: _____

Printed Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____
(Please list home, cell, work and/or business phone numbers where you can be reached)

(Staff use only) Patron ID #: _____