

## **INTERNET & COMPUTER POLICY**

### **El Reno Carnegie Library**

#### **Public library computer users must:**

- Read and agree by signature to abide by the library computer policy
- Show computer access card
- Be 18 years of age to have filter removed
- If under 18, present a parent/guardian signed consent card to access computers
- If under 13, be accompanied by a parent or guardian

#### **Public library computer users may not:**

- Make any attempt to damage computer equipment or software
- Make any attempt to alter hardware or software configurations
- Install, download or delete any installed software
- Use of library computers, including wireless access on personal computers, to engage in any activity that constitutes a violation of local, state, or federal laws is strictly prohibited.
- Viewing materials that constitutes a violation of local, state, or federal laws is strictly prohibited. Viewing materials of a sexually explicit nature, which creates the existence of a hostile environment for staff and patrons, is prohibited.

### **INFORMATION REGARDING THE INTERNET**

The Library does not monitor and has no control over the information accessed on the Internet. The Library cannot be held responsible for the accuracy or content of materials retrieved from the Internet. Your right to privacy is not guaranteed on public use computers. Due to the unregulated nature of the Internet there are sites which parents may feel are inappropriate for their children. Parents or legal guardians of minor children have full responsibility for their child's use of the library's computers. Library Staff is not responsible for monitoring the use of computers by minors.

### **GENERAL INFORMATION REGARDING USE**

- No advanced reservations for computer use will be taken.
- There is a 30-minute time limit with a maximum of 1 hour per day. Consecutive 30-minute time period is not guaranteed.
- Printing cost: \$.10 per page.
- Library staff will assist Internet users but cannot provide extensive instruction.
- Computers will be shut down 30 minutes prior to closing.

### **FAILURE TO COMPLY**

Failure to comply to use the computers or Internet as defined in these guidelines will result in the loss of computer and Internet privileges. Users are financially responsible if noncompliance results in damage to Library computers, equipment and or software.

- 1<sup>st</sup> offense: Staff has the right to ask patron to end computer session
- 2<sup>nd</sup> offense: Staff has the right to restrict patron use for a period of one month
- 3<sup>rd</sup> offense: Staff has the right to restrict patron use for a period of up to one year