

# **BELLWOOD PUBLIC LIBRARY RULES AND REGULATIONS FOR USING COMPUTER WORKSTATIONS**

## ***First-Time Users:***

Present a current library card or in the case of visitors, ID showing they are over 18 years of age.

## ***Minors, Under 18:***

Parent/Guardian must come to the Library to sign the Parental Permission Form. Minor and the parent/guardian both fill out and sign the User Agreement Form.

## ***Users:***

- Must use their own library card number and PIN number (or visitor's pass) to log into a computer.
- Have a session of one hour on all computers throughout the library (visitors have 15 minutes). Users may stay on longer than one hour if no one is waiting.
- Must log in to the computer assigned to them within 10 minutes.
- Are assigned one person to a computer except with staff permission.
- May bring portable USB drive or a personal 3.5" disk to save files.
- Must not open the equipment or try to fix any problems or paper jams.
- Will be charged for any damage they cause to the equipment.
- May print documents at a charge of ten cents per page.
- With small children are encouraged to use computers in the Children's Department. If you use an adult computer and your child becomes disruptive, you will be asked to leave the Magazine Room.
- Are not allowed to talk on cell phones in the library. Violators will have their session ended and will be asked to take their phone outside (or outer lobby in inclement weather) to make calls.

## ***Acceptable Use:***

Use of the Library's Internet connection is a privilege, not a right. The user is accountable for his or her actions and activities while on-line. Use of the Library Internet workstations can be traced.

Unacceptable use of library computers will result in the suspension or revocation of computer privileges and may result in loss of Library privileges. Illegal acts involving Library computers and Internet use may also be subject to prosecution by local, state, or federal authorities.

## ***Some Examples of Unacceptable Use are:***

- Using the network for any illegal activity, including violation of copyright.
- Accessing obscene and/or pornographic materials
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals; harassing, libeling or slandering others
- Using an account owned by another user
- Attempting to violate the Library's computer system security
- Using the Library's Internet access to "crack" any computer system
- Interfering with the work of others or causing congestion on the networks
- Using personal software

## **BELLWOOD PUBLIC LIBRARY PUBLIC INTERNET ACCESS ACCEPTABLE USE POLICY**

The Bellwood Public Library offers public access workstations connected to the Internet in order to enhance information services and to provide access to the Internet.

Users should know the basics of computer use, including the use of a mouse. Because of time restraints, staff can offer only limited personal instruction.

There is a wealth of information resources available on the World Wide Web. Internet resources are offered by a worldwide, highly diverse group of institutions, businesses and individuals. Much of the material is enriching and educational; some, however, may be offensive, defamatory, controversial, inaccurate, out of date, and/or illegal. The Library cannot be held responsible for the content of material accessed through the Internet. Patrons use the Internet at their own discretion and are responsible for the access points reached. Users are advised to evaluate the information they receive, including verifying it through additional resources.

Use of the Library's Internet connection is a privilege, not a right. The user is accountable for his or her actions and activities while on-line. Use of the Library Internet workstations can be traced. Unacceptable use of Library computers will result in the suspension or revocation of computer privileges and may result in loss of Library privileges. Illegal acts involving Library computers and Internet use may also be subject to prosecution by local, state, or federal authorities.

Some examples of unacceptable use are accessing obscene materials, vandalizing the data of another user, using an account owned by another user, or attempting to violate the Library's computer system security.

Access is offered to Library Cardholders 18 years or older and who have signed an Internet User's Agreement form.

Cardholders under age 18 may have access through specially designated terminals in the Young People's area (filtered access), provided a parent or guardian comes to the Library to register them and to sign a parental permission form. Internet access in the Young People's area is filtered. However, no filtering software operates perfectly. The Library cannot be responsible for undesirable material inadvertently accessed by children.

Those parents or guardians wishing to allow their children 14 and over to use the unfiltered Internet terminals outside the Young People's room must sign a parental permission form, in which the parent or guardian accepts full responsibility for the minor's use of the Internet.