

## **Guidelines for Computer & Internet Use.**

- All patrons wishing to access the Internet at RPL must sign a “Policy for Public Use of the Internet” prior to using the Internet in this Library. Patrons must check-in with a Library staff member each time before using the Internet.
- Internet access is available whenever the Library is open. A patron arriving ten minutes beyond their scheduled time may forfeit their reserved time.
- The Library staff reserves the right to discontinue any patron’s use of the Internet if material being accessed is considered inappropriate for public viewing.
- Internet time is limited to 30 minutes during busy periods and one hour if no one is waiting. Users may extend their usage if no one is waiting.
- Preference will be given to children through age twelve when accessing the Internet from the Children’s Room. Adults that do not have good reason to access the Internet in the Children’s Room will be asked to access the Internet in the Reference Department.
- All printing has a charge per page, to be paid as a donation at the circulation desk, when printing is completed.
- The Internet/PC workstations close fifteen minutes before the Library closes. All printing must be completed by this time.
- Only one patron is permitted at the workstation at a time, unless a staff member gives prior permission. Interfering with or disrupting other computer users is prohibited.
- Patrons are not permitted to use their own software.
- Downloading of files to this Library’s computers is not permitted. Pre-formatted disks and CD-Rs for saving files may be purchased at the desk, and patrons are asked to observe all U.S. as well as international copyright regulations.
- The staff will assist in connecting patrons to the Internet and is available to provide suggestions and strategies to help patrons with their searches. Staff members may not always be available for extensive help.
- The Internet computer equipment and software must be used as installed. Users are not permitted to add to, delete, or modify the installed software or hardware.
- Users will be held liable for repair or replacement costs for any damage to hardware or software.
- Patrons are expected to use the Internet in an ethical manner. Violation of copyright laws and/or software license agreements, and attempts to bypass network security functions or alter Library workstations in any way is not permitted.
- Users shall not use the Internet for any illegal activity; any use for purposes violating applicable local, state, federal, or international law(s) is prohibited.

The Rowley Public Library reserves the right to terminate the Internet access privileges of any patron abusing any of the above policies and guidelines. The Library also reserves the right to change this policy as necessary to regulate access or prevent misuse, given the size and evolving nature of the Internet.