

## **PUBLIC ACCESS COMPUTERS RULES FOR USE**

### **Mission**

As part of its mission, the Worth Public Library District provides computers for public use and access to the Internet to provide materials and services to assist community residents in meeting their informational, cultural, recreational, educational and civic needs.

The Library's workstations are equipped with Microsoft Windows operating system, Microsoft Office, and a variety of databases licensed to the Library.

### **Rules Governing Workstation Use**

1. Worth Public Library patrons nine (9) years of age and older may use the Library's public access workstations. A parent or legal guardian must sign a Parental Permission Form for each child under the age of eighteen (18). All children under the age of nine (9) must be accompanied at all times by a parent or guardian eighteen (18) years of age or older.
2. Patrons are responsible for learning how to use the Library's software on their own. The Library staff does not provide computer software instructions except when classes are scheduled for that purpose.
3. Patrons may not alter the Library's hardware or software.
4. Patrons may not save data on the hard drive. Any such data saved on the hard drive will be erased.
5. Patrons must use the workstations responsibly, respecting the rights of others. Patrons waiting to use a workstation shall not harass or otherwise intimidate a current user. Patrons in violation of this rule will have their privilege to use the Library's public access workstations suspended for a period of one month. Public access workstation privileges may be suspended for longer than one month for repeated violations.
6. The Worth Public Library is committed to providing an environment free from sexual harassment. Patrons may not display and/or print any materials that may be objectionable to others.
7. The Worth Public Library's workstations may not be used for any fraudulent or unlawful purpose or any activity prohibited by Federal, State, or local laws. Patrons shall obey all copyright laws.
8. Computer use is limited to one (1) hour if patrons are waiting. If no patron is waiting, additional time is automatically added in 15 minute

increments, up to a total of two (2) hours per day. If no patrons are waiting to use a workstation, a patron may extend the time and usage limitations by paying \$1 to use a guest pass; this includes Worth Public Library District cardholders.

9. No more than two (2) persons may be seated at a workstation at any time. Only the person registered to use the workstation may operate the workstation. If the second person seated at the workstation is nine (9) through seventeen (17) years of age, he/she must have a Parental Permission Form signed by a parent on file at the Circulation Desk.
10. If a problem develops or a malfunction occurs, the patron must immediately inform the Library staff member at the reference desk or circulation desk. Lost time due to malfunctions will not be added to the user's time slot.
11. Workstations and/or printers may not be available due to hardware or software problems and/or other problems beyond the Library's control.
12. Use of any workstation ends thirty (30) minutes before the Library closes.

### **Internet Use**

1. Since all Worth Public Library public workstations are accessible to children, content Internet filtering software is installed on Worth Public Library workstations.
  - While these filters block much of the material on the Internet that may be considered inappropriate for children, no filtering product can block all such sites. The Library assumes no responsibility in the event that a user may reach such a site.
  - Parents are encouraged to supervise their child's Internet session and to inform the child if there are resources they don't want the child to access.
2. The Internet is an unregulated, constantly changing resource that is worldwide in scope. The Worth Public Library assumes no responsibility for the quality, accuracy, legality, appropriateness or availability of an Internet source.
3. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about their activities or themselves. The Library is not responsible for any third parties obtaining information in this way.
4. Reference librarians will help patrons begin their Internet searches by referring them to books and other training resources available at the Library but will not otherwise aid in navigating the Internet.

5. The Worth Public Library staff have made an effort to choose website links that provide quality informational sources. The Library is not responsible for the site content, accuracy, appropriateness or availability of any external sites linked to its website. The Library cannot control information obtained through links to sites which often change rapidly. Links to information resources do not imply endorsement by the Library.
6. The Library is not a service provider for electronic mail.
7. The Worth Public Library and library staff are not responsible or liable for assisting patrons who are conducting e-commerce or making transactions involving confidential information from the library's Internet stations.
8. The Worth Public Library assumes no responsibility for any damages, direct or indirect, arising from its provision of access to Internet services. The Library disclaims any liability or responsibility arising from access to or use of information obtained through the Internet.

### **Registration and Print Management**

In order to manage the large number of patrons using public access computers, the Worth Public Library uses a computer access and print management system called VendPrint.

1. Worth residents must have a Worth Public Library District library card in good standing (no fines) in order to use a public access workstation. Worth residents must have their cards in their possession at the time of registration; Worth Library staff will not look up library card numbers.
2. Any person who registers to use the computer with another person's library card or identification may have his/her computer privileges suspended for up to one month. Computer privileges may be suspended for periods longer than one month for repeated violations.
3. Any person who allows his/her library card or identification to be used by another person for computer registration may have his/her own computer privileges suspended for up to one month. Computer privileges may be suspended for periods longer than one month for repeated violations.
4. Patrons without a Worth Public Library District library card will be charged \$1 to use a public access workstation for one hour. If no patrons are waiting, additional time will be added in 15 minute increments up to a total of two (2) hours at no additional charge.

5. Printouts will cost 10 cents per page for black and white copies and 25 cents per page for color copies.
6. Procedures for using VendPrint will be available at the Circulation Desk, Registration Computer, and Reference Desk.
7. Suspension of computer privileges may be appealed in writing to the address below. A hearing on the suspension will be conducted at the first Library Board meeting following the date the suspension is imposed.

Worth Public Library Board of Trustees  
Worth Public Library  
6917 W. 111<sup>th</sup> St.  
Worth, IL 60482

Approved \_\_\_\_\_

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