

BALDWINSVILLE PUBLIC LIBRARY

www.bville.lib.ny.us

COMPUTER USE

I. Qualifications and Procedures for Computer Use

- 1) Computer users must have their own **LIBRARY CARD** or a valid form of ID. Guest passes are available for out-of-town visitors.
- 2) As with all library materials, parents and guardians are ultimately responsible for providing supervision and/or restriction of their children's use of the Internet.
- 3) Children under 8 years of age must be under the supervision of an adult while they are using a computer.
- 4) Computer users must sign in at the reservation station each time they use a computer or switch from one computer to another.
- 5) Computer users' library accounts must have no fines or charges outstanding over \$5.00 or items more than one month overdue.
- 6) Computer time is scheduled in 15 minute and hourly blocks. Reservations may be made in person or by telephone for a maximum of three hours per day.
- 7) When a user's reserved time is finished, usage may be extended if no one is signed up in the next time slot.
- 8) Computer reservations will only be held for ten minutes.
- 9) No more than **TWO** people can use the same computer at one time; the user who signed up for the computer time is the responsible person.
- 10) **Noise must be kept to a minimum.**

II. General Regulations

- 1) Computer use is **FREE**.
- 2) There is a per page charge for black and white or color printing.
- 3) CDs and thumb drives are available for purchase at the circulation desk. Computer users must supply their own storage media. **DATA WILL NOT BE STORED ON THE COMPUTER HARD DRIVE.**
- 4) BPL computers shut down 15 minutes before the library closes.
- 5) Eating, drinking, and smoking are not permitted at BPL computers.

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- 6) Computer users must not attach, alter, or adjust library equipment without permission with the exception of USB drives. Patrons willfully mistreating computer hardware will be denied computer privileges and will be charged for damages.
- 7) Computer users may bring their own software, provided that it is compatible with the library's computers. The library is **NOT** responsible for damage or loss of data on computer users' media.
- 8) Computer users may not make illegal copies of the software owned by BPL, nor may they use the library equipment to illegally duplicate software. The library's software is protected under the Copyright Law of the U.S. of America, Title 17, U.S. Code.
- 9) Self service scanning is available on the public printer and copiers.
- 10) Computer users who are disruptive to others or misuse the equipment will be asked to leave.
- 11) Computer users must comply with BPL Policy Handbook Section XVI regarding Internet access.

Failure to abide by the above rules will result in suspension of computer privileges.

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Board of Trustees, Baldwinsville Public Library