



# Computer Use Policy

**Time Limits on Computer Usage:** According to level of demand, it may be necessary to enforce time limits on computer use per day. Patrons are expected to follow time limit guidelines which will be enforced by Library staff when others are waiting. Computers are automatically logged off 5 minutes before the Library closes. Customers must complete their computer activities, pay for their printing, and prepare to leave by posted closure time of the Library.

- **When Computers Are Available:** As long as a computer is available, patrons may use the computers without signing up and without a time limit.
- **When All Computers Are in Use:** When all computers are in use, a one-hour time limit will be enforced when another patron arrives and wants to use a computer. Library staff will ask the patron who has been using a computer the longest amount of time (provided that is over one hour) to finish their work in a timely manner (less than 5 minutes) and allow the next patron to use that computer.
- Any patron required to relinquish a computer may resume using a computer under the following conditions: If the patron waits for less than one hour before using a computer again, that patron will continue to be considered to have been on the computers the longest; if the patron waits at least one hour before using a computer again, that patron would then be considered the newest user.

**Copyright Issues:** Materials obtained or copied on Library workstations may be subject to copyright laws which govern the making of reproductions of copyrighted works. A work that is protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of “Fair Use” (see our “Copyright Policy”). Government sites (websites ending in .gov) are not subject to copyright restrictions. The Library is not responsible for insuring that proper copyright protection procedures are followed – that is the responsibility of the individual Library patron.

**Wireless Computing:** Library patrons can use their own wireless-enabled laptop computers or devices to access the Library’s wireless Internet network (WiFi). Printing is not available using the Library’s wireless connection. The same rights and responsibilities of users that apply to general Internet usage apply to wireless computing.

**Tech Support:** Patrons are expected to use computer workstations without Library staff assistance. Library staff are available to assist with basic Internet searching and technology assistance only and can direct patrons to introductory computer classes available online and other technology support resources.

**Disclaimer:** The vast network of information and resources available on the Internet enables the Library to provide information services beyond the confines of its own collection. However, not all sources on the Internet are accurate, complete, legal, trustworthy or up-to-date. The Library cannot monitor or accept responsibility for material accessed via the Internet.