

Moore Memorial Public Library Public Computer Use Procedures

This policy applies to public computers in Moore Memorial Library which are not designated for library catalog use.

1. Patrons must sign in with the librarian at the reference desk to use a computer workstation. A valid Moore Memorial library card or a photo ID is required. Persons assisting another computer user, or actively watching the computer usage of another user, must also be registered by the library staff member, but may not necessarily be required to show an ID if they do not actively use the computer.
2. Computer workstations are assigned on a first-come, first-served basis, according to the availability of library staff and equipment. The specific workstation assigned is up to the discretion of the library staff member and not determined by the patron.
3. Patrons are initially signed up for thirty minutes on a workstation. At the end of thirty minutes, the session can be extended if no one else is waiting to use the computer. Extensions will be at the discretion of library staff.
4. If a patron leaves the workstation, their workstation may be reassigned to another person.
5. A maximum of two persons per workstation is allowed. Library staff members may further limit the number of users at a workstation based on space, noise or other considerations.
6. Files may be saved to floppy disk, CD-ROM, CD-RW, or flash drives. Patrons are not permitted to save files directly to the computers' hard drives.
7. Library staff will provide basic Internet assistance and minimal instruction in the use of computer as time permits. To insure continuation of other reference services, the amount of time available for individual computer instruction is limited. Library staff will not normally provide detailed instruction for software applications.
8. The library reserves the right to limit the amount of printing and/or copying patrons can do each day. Patrons are required to pay for ALL pages they print out, regardless of whether or not they make mistakes. Current printing charges are as follows:
 - a. Black and white printing \$0.10/page
 - b. Color printing \$0.50/page
9. All printing and downloading of files must be finished 20 minutes before closing time to allow for a complete and orderly shutdown of equipment. The librarian will stop signing patrons up to use computers 30 minutes before the library closes.
10. Patrons may NOT use library equipment or Internet access to:
 - a. Degrade or disrupt the equipment or software
 - b. Vandalize data or products of other users

- c. Gain unauthorized access to other databases or resources
 - d. Violate federal, state or local laws or regulations
 - e. Install or download software
11. Users should be aware that information accessed on the Internet may be controversial, inaccurate, offensive, misleading or out-of-date. All users should exercise caution and common sense in providing personal, financial, sensitive or confidential information through the Internet. The Internet is a public forum, and security may be nonexistent on a particular site.
 12. Moore Memorial Library is not responsible for any loss of data or damage to hardware, equipment, files, software or programs.
 13. As with all library services, parents or legal guardians are responsible for the information and material accessed or selected by their children. Parents are urged to supervise their children's Internet sessions. Parents should also instruct their children never to provide personal or financial information about themselves or their families over the Internet. **The library staff assumes no responsibility for monitoring children's use of the Internet.**
 14. Use of the library computers and equipment is a privilege, not a right. Abuse of this privilege or failure to follow this policy will result in removal, restriction or suspension of the patron's privilege to use the workstations or the Internet.
 15. By using the library computers and workstations, patrons are agreeing to follow these rules.

Self-service copier use

Library staff will provide instruction on the use of the self-service copiers only to make basic one-sided black-and-white or color copies. To insure continuation of other reference services, individual instruction on making double-sided copies, enlarged/reduced copies or other specialized copying needs will not normally be provided.