

**Clearwater Public Library  
Computer and Internet Use Policy**

\* To use the library computers, patrons must present a current library card at the main desk where their card will be held during their computer use. Users will need to sign an internet use agreement and read our computer policy. In the case of minors, the parent or legal guardian will need to come into the library to read the policy and sign the card. Patrons must sign in and out. Patrons must take care of any possible outstanding obligations to the library before using the library computers.

\* Children age 12 and under must be accompanied by an adult to use the Internet. Children age 7 and under must be accompanied by an adult to use the CD Rom/Word-processing computer.

\* The computers are generally available during regular business hours, and are subject to unavailability due to periodical maintenance. Computers will be available for public use one half hour after opening and will be turned off one half hour before closing.

\* Use of the public access computers is on a first-come, first-served basis. Maximum usage per patron per day is 30 minutes, unless patron gets special permission to remain for a longer time from the librarian.

No more than **3** people may be at a computer station at one time.

\* If you wish to download files from the Internet or save any word processing files, you must save them to a disk (to DRIVE A). NO downloaded files are allowed to be saved to the hard disk. Diskettes to be used in the Library's computers are to be purchased from the main desk for a minimal charge. Once the disk has left the library building, it may not be used again, and another disk must be purchased. No outside disks will be allowed to be used on the library's computers.

\* ***Warning: Although we employ a virus-scanning utility on Internet access computers, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus and it is advisable that you use a reputable virus-checker on your home computer as well. The Clearwater Public Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the library computers.***

\* Printing is available for a free will donation. Revocation of printing privileges is at the sole discretion of the Library staff.

\* Computing resources may be used for legal purposes by the public and staff. Examples of unacceptable purposes include, but are not limited to the following:

- 1) Engaging in any activity which is deliberately and maliciously offensive, libelous, slanderous or harrassing of others.
- 2) Use of any library computer workstation as a staging ground to gain unauthorized access to other computer systems or networks.

- 3) Destruction of or damage to equipment, software, or data belonging to the library or to other computer systems or networks, including the consumption of large amounts of system resources and/or deliberately crashing a library or other computer system.
- 4) Disruption or unauthorized monitoring of electronic communication.
- 5) Unauthorized copying of copyright material.
- 6) Represent yourself as another person for purposes of fraud or other illegal activity.
- 7) Use any library computer workstation for illegal or criminal purpose.

\* Patrons will not be allowed to subscribe to any Internet service which heavily encumbers the computer or requires a financial commitment, such as newsgroups, listservs and some commercial ventures.

\* Patrons are asked to stay within their desired software program (i.e., the Internet environment, or Microsoft Works, or the various CD-ROM software programs) and refrain from manipulating operating systems, menus, icons, and other formats.

\* Patrons are not allowed to access Java applets or MS ActiveX controls on the Internet without staff approval, as they represent a security risk to the library's computers.

**ILLEGAL ACTS INVOLVING LIBRARY RESOURCES MAY BE SUBJECT TO PROSECUTION BY LOCAL, STATE OR FEDERAL OFFICIALS**

*Anyone who refuses to cooperate with the staff in complying with any or all of the above guidelines will not be allowed to use the library computers. The Library reserves the right to terminate any computer sessions at any time.*

Inappropriate web sites are not to be viewed on the computers. At our discretion, we may view the computer's history at any time. Disciplinary action will be taken if necessary.

6/24/97