

Cunningham Public Library Guidelines for Computer Use

The Cunningham Public Library provides limited research and Internet access on the computer which serves other primary functions. Patrons who wish to use the computer **MUST** have staff assistance and abide by the following guidelines:

- **Chat rooms, instant messaging and/or blogging will not be allowed.**
- Patrons must stop by the front desk to check in before using the computer. Access to the computer is limited to use during specific times as posted at the library, but we make no guarantees that access will be available on a walk-in basis.
- Patrons using the computer **MUST** have an active library card.
- Patrons using the computer/Internet **MUST** have a signed User Agreement **and Guardian Permission Form or have one on file.**
- A staff person **MUST** be present when computers are turned on and off
- Patrons may use the computer for 3 maximum of 30 minutes, or at the discretion of the staff. Time limits will be enforced to ensure fair access for all users.
- Patrons **MUST** notify a staff person when beginning to print material. Printing charges are 10 cents a sheet, including **ALL** errors made by patrons.
- Patrons who wish to download files must purchase a disk at the front desk. Cost is \$1.00 per disk. Patrons will not be allowed to use personal disks or CDs. Once a patron removes a disk from the library premises, a new disk must be purchased for the next use.
- Patrons are to stay within the internet or other research environments and refrain from manipulating operating systems, menus, icons, windows, and other formats.
- Patrons may not save files to the hard drive.
- The library staff is not responsible for teaching patrons to use the computer.
- The Library reserves the right to terminate an internet or computer session at any time.

Cunningham Public Library prohibits the following:

- Manipulation of operating systems, menus, icons, windows, and other formats
- Unauthorized use of computer accounts or access codes
- Violation of software license agreements
- Violation of user privacy
- Playing of Internet games
- Transmission of chain letters, broadcast letters, or any form of junk mail
- Subscription to any service that requires a financial commitment, such as
- Newsgroups, listservs, or commercial ventures.

Users must use the computer resources for legal purposes only. Unacceptable purposes include, but are not limited to, the following:

- Destruction or damage to equipment, software, or data belonging to the Library
- Unauthorized monitoring (or disruption of) electronic communications
- Unauthorized use or destruction of data of other users
- Unauthorized copying of copyright-protected material
- Harassing, libeling, or slandering other users
- Transmission or viewing of material defined as obscene or child pornography
- Unauthorized disclosure, use, and dissemination of personal identification information
- Transmission of computer viruses