

Goddard Public Library Public Computer Use

Welcome to the Goddard Public Library's Computer network. To maximize availability of this resource, and to insure fair accessibility for all, please follow these Computer Access Guidelines which includes our computer use policies and procedures.

Access Policy

In response to advances in technology and the changing needs of the community, the Goddard Public Library endeavors to develop collection resources and services that meet the needs of the Goddard Community. This includes computers for public use and Internet access for research.

All computer resources accessible through the library, including Internet resources, are provided equally to all library users. Parents or guardians, not the library or its' staff, are responsible for the information selected and accessed by their children. Parents and only parents may restrict their children and only their children from access to resources through the library. Parents are advised to supervise their and only their children's computer sessions.

To be more specific:

***The Goddard Public Library does not censor access to materials or protect you from information you find offensive. There is sexually explicit material and other information resources you may find controversial or inappropriate.

***Not all sources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, verifying the validity of the information you find.

USA PATRIOT ACT NOTICE

Although the Goddard Public Library makes reasonable effort to protect your privacy, under the Federal USA Patriot Act (Public Law 107-56), federal agents can obtain personally identifiable library records including circulated materials, interlibrary loans, database searches, computer use and reference interviews. The USA Patriot Act prohibits library staff from informing you or anyone else if federal agents have obtained records about you.

Staff Assistance

For much of the library staff, traveling the Internet is a new experience. We will gladly assist you in accessing our computer materials and the Internet and as our experience grows, attempt to assist you in getting to the right place on the "superhighway".

Library staff cannot provide in-depth training concerning the internet, computer jargon, or personal computer use. We may, however, be able to offer suggestions and answer questions. Because of library scheduling, internet-trained staff may not always be available.

Have fun exploring the Internet but please remember that many times you will find the specific information right here in our books, periodicals, etc.

**GUIDELINES FOR ACCESSING THE PUBLIC COMPUTER
AT THE GODDARD PUBLIC LIBRARY**

1. Patrons who use the computers must have an active library card before logging on. Patrons who do not have an active library card must be approved for one through the regular application process at the circulation desk. To protect the library from liability for illegal use of the Internet, we require that each patron provide us with his/her name and library card and sign in on sheet provided before logging in. Staff must also assist patrons with login and logout procedures, as well as printing.
2. Public computer access is normally available during regular library hours. Internet access is normally available during these hours as well.
3. Please abide by copyright restrictions. Patrons who wish to save files from the computer may purchase a new disk at the circulation desk. Cost is \$1.00 per disk. Patrons are allowed to use personal disks to save and store information. Patrons are not allowed to use CD-R/W discs.
4. You may not use your own software programs on the Internet access computer. No program (executable file) downloaded from the Internet or brought from outside the library may run on a library computer under any circumstances without prior authorization. This includes chat rooms and instant message programs.
5. Use of the public computers and the Internet access computer is on a first-come, first served basis. Those using the computers will be limited to the time limit of the station they are using. The Internet/E-mail station(s) have a time limit of 30 minutes each day. The Work/Study station(s) have a time limit of 1 hour each day.
6. You cannot send or receive electronic mail (e-mail) using the library E-mail address.
7. Printouts are available at a cost of \$.10 a page, including errors made by patrons. Printouts on any printer must be paid for at the circulation desk before leaving the premises. Unpaid printing fees will be treated as unpaid library fines, and will result in suspension of all library privileges until paid.
8. Stay within the computer program environment. Manipulation of operating systems, menus, icons, windows, or any other misuse of library computers is grounds for revocation of all library privileges. Damage caused to the library computer by misuse is grounds for legal action.
9. The staff has the right to revoke Internet privileges of any patron does not follow policy guidelines. Parents of minors will be notified of policy violations.

The Goddard Public Library and its staff are not responsible for problems caused by use of any data or program available from our computers. We encourage you to run a virus checker on your computer often, especially if you access files downloaded from the internet. Files stored on the library computer hard drives will be regularly erased.

The undersigned acknowledges that he/she has read and understands the Goddard Public Library Computer and Internet Usage Policy.

The undersigned further acknowledges and agrees that the Goddard Public Library assumes no responsibility for any loss or damage to the user's data or for any damage or injury arising from invasion of privacy in the user's computer accounts, programs, or files.

Signature

Date