

## **HARPER PUBLIC LIBRARY COMPUTER/INTERNET ACCESS GUIDELINES**

Welcome to the Harper Public Library's Computer/Internet Access. In order to assure fair accessibility for all, we ask that you abide by these Computer/Internet Access Guidelines.

### **Internet Access Policy**

In response to advances in technology and the changing educational, recreational and informational needs of the community, the Harper Public Library offers public access to the Internet.

When you access the Internet, you leave the Harper Public Library. The library has no control over the information accessed through the Internet and cannot be held responsible for its content. However, the library does reserve the right to question material accessed on its computer terminals for its appropriateness in a public setting.

Please remember that the library is a public place. Other computer users and staff members could see the Internet sites you've visited. We do not guarantee your privacy.

Parents or guardians, not the library or its staff are responsible for the Internet information accessed by their children. Parents may want to supervise their children's use of the Internet.

*Please note: the Harper Public Library cannot protect you from information you find offensive. Also, not all sources on the Internet provide accurate, complete or current information. You need to be a good information consumer, questioning the validity of the information you find.*

Have fun exploring the Internet, but please remember that many times you will find the specific information you need right here in the library's books, periodicals and CD-ROMS.

### **Staff Assistance**

Library staff will be glad to assist you in accessing the Internet and will attempt to help you navigate the "information superhighway." We may be able to offer searching suggestions and answer questions; however, we cannot provide in-depth training or assistance with technical problems.

## **Guidelines for Internet Access:**

1. User must have a valid Harper Public Library card or a valid Driver's License.
2. Patron (or parent/guardian if person is under 18 years of age) must read and sign the library's Internet Use Agreement.
3. Internet access will be available, subject to periodic maintenance, during the library's regular open hours. Users must check in at the front desk before using the library's public access computers.
4. Use of a computer will be on a first-come, first-served basis. Use of a computer is limited to 30 minutes, depending on usage demands and at the discretion of the librarian on duty. If no one is waiting to use the computer, the current user may continue until otherwise notified by the librarian.
5. A maximum of two people at a time may be at a computer station during its use.
6. Any files left on the library computer hard drive will be deleted. Patrons will use only the software provided for their use and may not load any other software on the computer hard disk drive.
7. For those users who want to save their files, formatted disks can be purchased from the library for \$1.00 each. No disks other than those purchased may be used on the library's computers. Once a disk leaves the library it may not be used again.
8. The library's public access computers may not be used for Internet "chat rooms".
9. There is a 10-cent charge for each page printed. Patrons will be charged for multiple copies printed.
10. Misuse of the computer or Internet access will result in loss of your computer privileges. 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 data.
  - Harassing, libeling, or slandering other users.
  - Accessing material that is considered offensively inappropriate by community standards.

If Internet searching results in disruptions of library service, or if patron behavior when using Internet resources becomes inappropriate for library setting, the library reserves the right to end the session.

If you feel your computer usage has been unduly restricted, you may contact the library board with a written request for reconsideration.

Illegal acts involving library resources may be subject to prosecution by local, state or federal officials.

Revised 10/2005

\_\_\_\_\_,  
(Please Print Last Name)

\_\_\_\_\_  
(Please Print First Name)

**Harper Public Library Internet Access Agreement**

I have received and read a copy of the Harper Public Library Computer/Internet Access policy and agree to abide by the guidelines. I understand that my failure to abide by these stated guidelines will cancel my privilege of Internet access at the Harper Public Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be signed by parent/guardian if under age of 18)

Phone# of parent/guardian: \_\_\_\_\_