

KINGMAN CARNEGIE LIBRARY GUIDELINES FOR USE OF THE INTERNET

THE KINGMAN CARNEGIE LIBRARY PROVIDES LIMITED INTERNET ACCESS. PATRONS WHO WISH TO USE THESE COMPUTERS "MUST" HAVE STAFF ASSISTANCE AND ABIDE BY THE FOLLOWING GUIDELINES.

1. "CHAT" rooms will NOT be permitted.
2. Patrons MUST come to the desk to request assistance with the Internet and sign in.
3. Patrons using the Internet MUST have an active Library card that is completely filled out with the following information: NAME, ADDRESS, & TELEPHONE #. ALL FINES MUST BE PAID!
4. A staff person "MUST" assist patrons with login and logout procedures.
5. Users will be responsible for the Internet information selected. Children under 14 must have a parent's signature to be able to use the Internet. The parents, not the Library or its staff, are responsible for the Internet information selected or accessed by their children.
6. Patrons WILL lose their Internet privileges by doing any of the following: Harassment of other users; chatting, destruction of or damage to equipment, software, or data belonging to the Library or other users; or viewing materials that may be considered offensive to the patrons. As the Internet work station is in view of other patrons and staff, users are NOT permitted to display, download, or print any visual images containing nudity, obscenity, or graphic violence. Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities. Privileges are suspended for 6 months after being warned twice. Third warning, the person is banned forever. Date of suspension is noted on patron's screen.
7. If a patron has been on the computer at least 30 minutes, and someone else is waiting to use the internet, then you must make the computer available.
8. People who are traveling through town may use the Internet. They must show ID, read the Internet Policy, and sign our User sheet.
9. Patrons who wish to download files "must" purchase a disk at the Circulation Desk. Cost is \$2.00 per disk. Patrons will NOT be allowed to use personal disks, and once a patron removes a disk from the Library premises, he/she must purchase a new disk for the next use.
10. Each Internet station is hooked up to a networked printer. A staff person "MUST" assist with printing. Copies are: 15 cents (Black & White) per/sheet, including "ALL" errors made by patrons.

11. Public may use Library computers to access web-based e-mail.
12. Patrons will not be allowed to subscribe to any service, which heavily encumbers the computer or requires a financial commitment, such as Newsgroups, listservs, or commercial ventures.
13. Scanning is available for public use. **PLEASE ASK FOR LIBRARIAN'S ASSISTANCE**. Color copies are 50 cents each. Disks available at front desk, \$2.00 each.
14. ANYONE WHO REFUSES TO COOPERATE WITH STAFF IN COMPLYING WITH ANY OR ALL OF THE ABOVE GUIDELINES WILL NOT BE ALLOWED TO USE THE INTERNET