

PROCEDURE FOR USE OF LIBRARY COMPUTERS:

PLEASE NOTE: Library staff are not able at the present time to provide extensive instruction on how to use the internet because of the time factor. Patrons should be skilled in utilizing the keyboard and must be familiar with operational procedures before using the internet. If you are not experienced in this area, watch for community seminars on learning to use the internet. We appreciate your cooperation!

The Lincoln Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. All users must be aware that the internet contains a wide range of information, some of which may be inaccurate or that one might find offensive. As with other library materials, it is the responsibility of the parent or legal guardian to supervise their child's access and selection of internet materials.

- **User must sign-in at the front desk before using the Internet. When finished, they must return the computer to the main menu and sign-out at the front desk.** If a user is a minor under age 18 then a parent or guardian must sign for them.
- **There is a time limit of 1 hour on using the Internet.**
- **The Internet may not be used during the 30 minutes before library closing time.**
- **No disks are to be allowed to be brought in and used on library computers; only printing is allowed. There are to be no exceptions to this. WARNING:** Software downloaded from the Internet may contain a virus and the user will need to have anti-virus software on his/her computer. The 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's computers.
- **There is a charge of \$.10 per copy for printed pages.**
- **"Chat sessions" on the Internet are not allowed.**
- **Use of the Internet is limited to legal and acceptable purposes only. Illegal acts involving library resources may subject the user to prosecution by local, state, or federal officials.**
- **Usage of the Library's computers should not be expected to be private or confidential in any way.**