

## PATRON USE OF COMPUTERS

### **Adult and Young Adult Services**

Library patrons who wish to utilize computers shall register at the Computer Desk in the Adult Reference or Young Adult Sections. Elmont Library patrons shall have priority with regard to use of computers over non-Library patrons. Staff will view a patron's identification and record their name and the time of day. The Library will restrict the use of the computer to one hour per person per day and will charge 10¢ per page with black ink and 25¢ per page with colored ink to print.

Every patron, or parent/guardian of a minor, who uses a computer or accessory Library equipment shall be strictly liable for any damages caused, or repairs which may be necessary, to restore the equipment to its normal functioning condition.

### **Children's Services**

The Elmont Public Library Children's Room has limited control over the information accessed through the Internet and cannot provide in-depth Internet or personal computer training.

The following guidelines are provided to make you aware of the responsibilities involved in the use of the Internet:

- a. Children sixth grade and under must have a permission slip on file signed by a parent or legal guardian. A parent or legal guardian must show valid identification (an Authorization Form is available in the Children's Department).
- b. Children must sign in and out at the Children's Reference Desk.
- c. Time will be limited to ½ hour if another person is waiting, with a maximum of 1 hour per day. Children working on school assignments may have additional time if there are no children waiting.
- d. Files may not be downloaded to the hard drive.
- e. One person on a computer at a time. If there is a waiting list, only 1 child per family may use the computer at a time.
- f. The first 5 pages printed are free; 10¢ for black ink and 25¢ for colored ink for each additional page.
- g. Library staff will not supervise children's use of the Internet. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent/guardian or caregiver. It is both the right and the responsibility of the parents/guardians or caregivers to guide their own child's use of Library resources.

Inappropriate use of the computer and/or Internet will result in cancellation of privileges. Inappropriate use includes, but are not limited to the following:

- h. Any social networking sites deemed inappropriate by a Librarian according to the child's age.
- i. Accessing the Internet to transmit threatening, obscene or harassing materials, and pornography.
- j. Interfering or disrupting network users, services or equipment.
- k. Misuse that compromises system security.
- l. Violating copyright laws.
- m. Vandalism.

Online Public Access Computer: This computer is for card catalog use only.

POLICY NO. 700-6

ADOPTED 6/23/1988

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