Computer Use Policy

Public use computers featuring Internet access, Microsoft Office software, educational games, resume writing software, and reference resources are available during regular library hours by patrons who have had computer training or experience.

Access and Use

Prior to using a public computer featuring Internet access, reference resources, educational games, or Microsoft Office, the patron or parent/guardian is required to read and sign a *Computer User's Agreement*. Patrons under the age of 18 must have a parent or guardian's signed permission slip on file to use the public computers. The parent or guardian must come in with the child and sign the permission slip in the presence of a Library staff member.

Public computers are monitored by MyPC, a time and print management software. Logging into the computers requires entering the barcode number of the user's library card. Residents of the Byron Public Library District are eligible for a free card. Residents of other communities may use their local library card to obtain a barcode number to use in accessing the public computers. Patrons whose library cards have a "barred" status due to overdue materials or large fines will be unable to use the public computers until overdue materials are returned and fines are paid.

For those out of town guests who do not have a library card, guest computer user cards are available at the circulation desk. A driver's license or other similar identification is required. After a patron has signed the Computer User agreement, the patron needs only to enter his/her library card barcode number to log onto any available public computer.

Use of a computer is allocated in time slots of thirty-minutes. Patrons are limited to two thirty-minute time slots per day, or a maximum of sixty-minutes per day. These two thirty-minute time slots may be consecutive if no one is waiting to use a computer. All printing and saving of files must be completed within the patron's time slot.

Patrons may reserve the use of a computer up to one week in advance, in person or by calling the Library. Computer reservations will be cancelled if the user is not present within ten minutes of the scheduled time.

The Library does not guarantee a full time slot in the event of equipment failures or problems including tardy patron arrivals. In no instance will this policy allow a current or waiting computer patron the right to use the computer after posted library hours. Computers will be shut down 15 minutes prior to the closing of the Library.

Because no single authority oversees the Internet's content, not all Internet sources provide accurate, complete, or current information. Some of the information may be offensive and/or controversial. Users are responsible for determining that the information accessed is acceptable, reliable, and suitable for their needs. Library staff is not responsible for monitoring children's use of the Internet. Parents or legal guardians are encouraged to discuss with their children issues of appropriate use and information safety in regard to the Internet.

Although the Library utilizes virus-checking software, this is not a guarantee that everything will be completely protected from viruses. The Library is not responsible for loss or damage to personal storage devices when downloading or to a user's own computer, or for any loss of data, damage, or liability that may occur from a patron's use of the Library's computers.

Patron Assistance and Instruction

The Library Staff cannot provide assistance or instruction, and is not available to tutor people in the use of any programs. It is expected that users will have knowledge of the basic operation of computers. Formal instruction may be offered by the Library at designated times. Books and guides on computers, word processing, resume writing software, and Internet usage are available to patrons.

Use of Equipment and Networks
- Patrons may not store work on the hard drive.
- Patrons must bring their own storage devices.
- Personal software programs may not be used or installed on the Library's computer equipment.
- The cost to print is a $.10 per page for black and white copies and $.25 for color copies for either the library's paper or the patron's paper.
- Only two persons are allowed at the computer terminal at one time. Both persons must be registered computer users and will share the same time period.
- Copying Library software is a violation of the Copyright Law. Anyone found doing so will be barred from further computer use.
- Internet patrons are required to use the Internet within the guidelines of acceptable use. The following activities are unacceptable:
  - Use of electronic information networks for any purpose resulting in the harassment of other users
  - Destruction of, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures
  - Use of electronic information networks in any way that violates a federal or state law
  - Violations of another's privacy
  - Misrepresenting oneself as another user
  - Attempting to gain access to files, passwords, or data belonging to others (hacking)
  - Distributing pornographic materials
  - Viewing materials that would be considered offensive according to local community standards

Violations of the Byron Public Library District Computer Use Policy

Violations of the *Byron Public Library District Computer Use Policy* will result in suspension of all computer privileges for a period of three months. Illegal acts involving the Byron Public Library District's computing resources may be subject to prosecution by local, state, or federal authorities. In addition, patrons shall agree to hold harmless, indemnify, and unconditionally reimburse the Byron Public Library District for any damage, liability costs, claims, or expenses the Byron Public Library District may incur which arises in any manner from any misuse of the Internet access by a patron.

The Byron Public Library District Computer Use Policy may change without notice as to regulate or prevent misuse. A copy of the current policy is available at the Circulation Desk.