

# Computer Use Policy

Catskill Library & Palenville Branch Library

Library staff is happy to assist Library Users ("Patrons") if needed. The Catskill Library and Palenville Branch do not, however, control information accessed through the Internet and cannot be held responsible for its quality or accuracy. Similarly, the Library is not responsible for personal information Patrons share through the Internet or with other Patrons.

**Before using computers, users agree that they have read, understood and will comply with the following guidelines:**

**Catskill:** Patrons must use their own library card number and PIN/Password to either Log on to an unoccupied computer terminal OR if all terminals are occupied, see staff to sign up. If a Patron does not have their card, Picture ID is required to either purchase a \$1.00 replacement card or receive a Guest Pass (Catskill). Out-of-town visitors with photo ID will be issued a Guest Pass. Staff will not give out card numbers either verbally or handwritten.

Computers in the Children's Services area are for those 17 and under. Parents, Guardians and/or Caregivers (PGC), not Library Staff, are responsible for monitoring computer use of minors in their care. PGC are required to sign an 'Internet Permission Slip' granting minors permission to access computers either with a Library Card or Visitor Pass. PGC may use computers in the Children's Services area if accompanied by a child/children in their care. Visitor Passes may be issued (Catskill) to minors whose PGC is present and who show proper identification.

**Palenville:** Patrons must sign in at the computer sign-in sheet located at the main desk prior to using computers. Laptops are available for those 17 and under.

Patrons may use computers/laptops in one hour increments. If no one else is waiting, computer time will be extended either automatically or at the discretion of Library Staff.

Computer access is blocked if Patrons owe \$10.00 or more in fines or fees.

Computers will not be available 15 minutes prior to closing, during pre-scheduled Library Computer Classes, or when computers are being serviced.

Printing: Patrons may print from computer workstations at the cost of .10 for black & white (b/w) pages and .25 for color.

Please be considerate when using computers (see also: *Library Code of Conduct*):

## **The following activities are prohibited:**

**Attempting to gain unauthorized entry to the library's network or causing damage to the system.**

**Attempting to install, delete or modify library software and/or knowingly attempting to download, install or run any programs that have not been installed by the library.**

**Library computers may not be used for any fraudulent or unlawful purpose including any activity prohibited by Federal, State and/or Local laws. In addition, attempting to access or print content considered inappropriate, offensive or obscene will not be tolerated. Accessing such content may result in your Library privileges being revoked and/or legal action.**

**At the discretion of Library Staff, anyone in violation of this policy will be given a verbal warning and/or asked to leave and a note will be added to the Patron's account. If a minor (17 and under) is involved, the Parent/Guardian/Caregiver will be notified. If no PGC can be found, staff will attempt to contact them.**