

# **Metuchen Public Library**

480 Middlesex Avenue

Metuchen, NJ 08840

732-632-8526

## **Public Computer Use Policy**

The Metuchen Public Library is pleased to offer the public free access to a variety of informational resources, including those available through the Internet with public use computers. The Library makes this service available as part of an overall effort to serve the community's informational, educational, and recreational needs.

1. To use the Internet, you must read and adhere to the Public Internet Use Policy. Copies of the policy are located at the Main Service Desk.
2. Every person using the public computer must sign up at the Main Service Desk and provide a valid ID.
3. Children are encouraged to use the terminals in the Children's Room. Use of the Children's Room computers is reserved for children who are in the 8th grade or younger. Children who are 9 years of age and younger must be accompanied by an adult or caregiver at all times in order to use the internet computers.
4. Young adults have first priority to use the computers in the young adult area during after school hours, weekends and summer.
5. Each computer session is 30 minutes and may be reserved in advance. Computer reservations are for same-day use only and must be made in person.
6. Reservations will be held for 5 minutes beyond the assigned time. It is the user's responsibility to arrive at an assigned workstation on time.
7. Computer users may sign up for an additional 30 minute sessions if there is no waiting list.
8. A maximum of two people may use one workstation, provided that they do not disturb others.
9. Appropriate behavior, as addressed in the Library Behavior Policy, is required at all times.
10. No food or drink is permitted in the computer workstation areas.
11. There is a charge for printing of \$0.20 per page for black and white pages, and \$0.50 per page for color pages.

12. Downloading to a floppy disk or USB flash drive is permitted. We do not allow the uploading of software. The Library assumes no responsibility for any data, which may be downloaded, or the reliability of such data.
13. The Library assumes no liability for data lost if the computer or any of the computer's disk/flash drives malfunctions.
14. The Library cannot guarantee privacy during computer usage. Users must delete any documents saved to the computer or they may be viewed by subsequent users. Users must close all documents and browsers, and return to the desktop after each session in order to protect their privacy.
15. The staff of the Adult and Children's Departments are available for general help; however, they cannot provide individual instruction on the use of the computers or software.
16. Use the workstations with care. Please do not attempt to fix problems. Instead, immediately report them to the Library Staff members at the Main Service Desk. Abuse or misuse of Library equipment, such as modifying or tampering with computer hardware or software, is a violation of the law.

Violation of any section of this policy may result in the suspension (7 days or 30 days) and/or revoking of computer use privileges. The Library reserves the right to revise these procedures from time to time.

1<sup>st</sup> Reading: 2/11/2014

2nd Reading and Adopted 3/11/2014