

Wolcott Public Library Computer Workstation Rules

Logging onto Wolcott Public Library's computers is acknowledgement that you understand and agree to follow the *Computer Workstation Rules* and the library's *Public Internet Access Policy*, copies of which are posted and are available at the circulation desk.

Anyone with a valid, current, library card may use the library's computer workstations. Children under 12 years of age must be accompanied by an adult when using the computers. Patrons under the age of 18 must have an Internet permission form, available at the circulation desk, signed by a parent or legal guardian on file before using the computers.

The library's time and print management system requires patrons to enter their library card number in order to use the computers.

Do not use card numbers belonging to another card holder.

Wolcott residents who do not have a library card may apply for one at the circulation desk. A picture ID and proof of residency is required. Guest cards are also available at the desk.

Sessions are one hour. However, if no one is waiting for a computer, patrons may have their time extended at the circulation desk with the stipulation that if someone does need a computer that it be relinquished.

Library staff is able to offer only limited assistance with the computers. Users are asked to have basic computer skills. The library does offer one on one computer training by appointment.

Printing charges are .15 for black and white and .25 for color. Patrons must first pay for prints at the circulation desk and have their prints released by a staff member.

The library may limit the number of patrons at the same computer workstation.

Patrons may not download/upload any software to the computers. Saving to a flash drive is permitted. 2 GB flash drives are sold by the Friends of the Library for \$7.00 each and are available at the circulation desk.

Do not alter, remove or damage configurations, software or hardware on library computers.

When finished with your computer session click "end session" in the lower right corner of the screen. Do not log off, turn off, or reboot any computers.

Please respect the privacy of others as well as the rights of others to work in a setting free from disruptive sound, and potentially offensive information or images.

It is prohibited to use the library's computers for illegal, unethical, harmful, or damaging purposes or to access offensive images or information. Please refer to the library's *Public Internet Access Policy* to identify specific actions which may result in the loss of computer privileges.

Approved by the Wolcott Library Board of Trustees
July 7, 2008

Revised
October 6, 2014