

# **Caldwell-Lake George Library**

## **Rules for Computer Use**

**Updated and adopted by Caldwell Lake George Library Board of Trustees 9/17/21**

### **Public Access Computer Use:**

- Users must check in at the Circulation Desk to be assigned a computer.
- Patron's library card and/or positive ID must be presented to staff upon request.
- Accounts must be in good standing (fines under \$5) to use the computers.
- Anyone under 11 must have parent or guardian present at the computer workstation during a computer session.
- Time is limited to 30 minutes (beginning on the next half hour) when others are waiting to use the computer. Patrons must relinquish the computer promptly when requested.
- Two people are the maximum allowed at a computer workstation (counts as one computer session.)
- Food or drinks are not allowed at the computer workstations.
- Computer use may be limited to three sessions a week during peak usage at staff's discretion.
- Reservations for computer time can be made by phone or in person for the same day by cardholders. These reservations will be held for no more than 10 minutes. Patrons cannot reserve time for others or using someone else's card.
- Audio volume must always stay off. Use headphones (not provided) if needed.
- Staff can only direct patrons on how to access the programs and browsers available on the public access computers; if further training is required on computer use, staff can direct patrons to appropriate library resources. Staff cannot type in or access patrons' personal information.
- Information can be saved to a personal memory device (not provided). Some types of files may only be downloaded/opened with the approval of a staff member.
- Display of sexually graphic images is not permitted on any computer in the Library.
- Audio/video chat is not allowed; Wi-Fi access on your own computer/device is available outside the building if needed.
- Printing is available at \$0.25 per page.

### **Wi-Fi Access to the Internet:**

- Wi-Fi access is available to all; security of data is the user's responsibility.
- Turn off sound to all electronics. Use headphones (not provided) if needed.
- Audio/video chat is not allowed; Wi-Fi access is available outside the building if needed.
- Staff can only direct patrons on how to access Wi-Fi service; if further training is required on computer/electronics use, staff can direct patrons to appropriate library resources. Staff cannot type in or access patrons' personal information.
- Display of sexually graphic images is not permitted on any computer in the Library.

**Violation of these rules will lead to the suspension of library privileges. Repeat offenders will have their library privileges removed permanently. Illegal/criminal activity will be reported to authorities and the user will be banned.**