

COLUMBIA TOWNSHIP LIBRARY

COMPUTER USE & INTERNET ACCESS POLICY

A person's library account must be free of fines/over dues and this form must be signed and on file in order to use the library's computers and wireless access. Please show your card at the circulation desk before using.

Users of the public computer workstations are required to follow the provisions of this policy as established by the Columbia Township Board. Failure to follow these guidelines may result in the loss of the right to use the computers or wireless access.

SUPERVISING CHILDREN'S USE

*Parents or guardians, NOT the library staff, are responsible for the Internet information selected and/or accessed by their children. Parental supervision of children searching the Internet is advised.

*Children UNDER the age of 12 MUST be accompanied by a parent, legal guardian, or adult caretaker at all times while using the computer workstations.

INDEPENDENT USE

*Patrons using the computer must have basic computer skills to operate independently.

*Library staff is limited in number and in the assistance they are able to provide.

CHOOSING & EVALUATING SOURCES

*The Internet offers unlimited global access to information. However, not all sources on the Internet provide information that is accurate, complete, current, or legal. It is your responsibility, not the library's, to monitor the content of the material you seek. The library's only role is to provide computers and access to the World Wide Web.

*The library assumes no responsibility for problems resulting from patron use of the Internet.

NOT PERMITTED

*No downloading of any kind

*No chat rooms (MSN Messenger is allowed if it is the version already on the computer)

*No CD-Rom games

*No inappropriate websites

*No food or drinks in the computer room

PRINTING

*User must pay for all copies made at posted prices.

*Please use the print preview option to see how many pages you have before clicking print.

TIME LIMIT

*Patrons may use the computer for up to one (1) hour. If no one is waiting at the end of that time, you may continue using the workstation until space is needed.

*Computers will be shut down 15 minutes prior to closing.

I agree to the above conditions and understand my right to use the computer workstation may be terminated if I violate these rules.

PRINT NAME _____

SIGNATURE _____ **DATE** _____

PRINT PARENT'S NAME (UNDER 18 YEARS OF AGE) _____

PARENT'S SIGNATURE (UNDER 18 YEARS OF AGE) _____