

COLUMBIA TOWNSHIP LIBRARY

COMPUTER USE & INTERNET ACCESS POLICY

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.

Requirements

To use a computer workstation, patrons must present their library card at the circulation desk.

Supervising Children's Use

Children under the age of 12 MUST be accompanied by a parent, legal guardian, or adult caretaker (age 21 or older) at all times while using the computer workstations. Parents or guardians, NOT the library staff, are responsible for the Internet information selected and/or accessed by their children.

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

Prohibited Use

- Downloading of any kind
- CD-ROM games
- Websites with inappropriate/illegal content
- Food or drinks in the computer room

Headphones

All computers are equipped with headphones, which must be used if patrons wish to access audio content.

Printing

Users 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 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 _____ DOB (if under 18) _____

SIGNATURE _____ DATE _____

PRINT PARENT'S NAME (UNDER 18 YRS) _____

PARENT'S SIGNATURE (UNDER 18 YRS) _____