



# COMPUTER USE

**Computers must be used in a responsible manner, respecting the rights of others, and taking care with the use of the equipment.**

**Please take all phone calls in the lobby area or ask a staff member for a study room.**

## Acceptable Use

*Unacceptable uses include but are not limited to:*

- Access by minors to material that is obscene, child pornography, sexually explicit materials harmful to minors, or inappropriate material for minors.
- Access by adults to materials which is child pornography or otherwise obscene as defined by federal and state law including, but not limited to, 18 USC 2256(8).
- Uses that involve unauthorized access and other unlawful uses such as "hacking", credit card or retail fraud, and any other unlawful uses or activities online.
- Uses which may cause harm to the Library or another computer systems including damaging/modifying the Library's equipment, settings, or software.
- Uses that violate confidentiality, trade secret, or copyrights.
- Failing to respect the privacy of other Library computer users or library patrons.

**Patrons who violate any of the above rules, exhibit abusive behavior to library staff or other patrons, or otherwise access information determined to be offensive to other library patrons may have their computer use session altered or terminated by library staff.**

### Non-Resident Use

Visitors living outside the boundaries of the Lakeland Library Cooperative will be provided computer use but will be asked to show a valid driver's license or state ID.

### Staff Assistance

Staff will provide limited assistance to patrons for basic start-up procedures but may not be able to provide more in-depth technology training. The Library cannot guarantee that Library staff will be available at all times to assist patrons.

### Saving/Downloads

Saving and downloading to the computer hard drive is not allowed. Patrons wishing to save documents must bring a flash drive.

### Printing

Patrons may print documents from public computers. Patrons are responsible for paying for every page printed.

### Termination of Computer Use

Library employees are authorized to terminate any patron's computer use session if the user has failed to comply with the Library's Computer and Internet Use Policy and/or rules. The Library Director may impose longer or more permanent restrictions for violations of the Library's Internet Policy. Computer users whose session has been terminated or prohibited may request that the decision be reviewed by the Township. Those utilizing Library computer access to perpetrate illegal acts will also be subject to prosecution by local, state, and federal authorities. Users will be held financially responsible for any damage to Library computer equipment or software.

**Computers will shut down 5 minutes prior to closing**