

## **Westville-New Durham Township Public Library**

### **Computer, Tablets and Internet Use Policy**

- Any computer users under the age of 18 years must have a consent form signed by a parent in front of library personnel before using the computers for the first time.
- Users must abide by the terms and rules for usage of the library's computers. They must sign a form each time they use a library computer. This form is an agreement to follow these rules.
- There is no fee for using the computers. The fee for printing black and white pages is 10 cents a page. The fee for printing color is 25 cents a page. Patrons may use their own paper but will still be charged for printing to cover the cost of ink.
- There is a 30 minute time limit for computer use with no more than two family members signed up to use it consecutively. If no other patrons are waiting to use the computer, this time may be extended at the discretion of the library staff.
- Patrons can not reserve the computers. It is a first-come, first-serve sign-up basis.
- Only one person may use the computer, unless one person is demonstrating, or at the discretion of the library staff.
- Students using the computer or tablets for Accelerated Reader testing should not cheat. All cheating will be reported to Westville Schools and those students will be banned from testing at the library for a period of time at the library's discretion.
- Users should refrain from using sounds and visuals which might be disruptive to others.
- Patrons may not change, add or delete anything on the computer owned by the library.
- The library staff has the right to cancel computer use by patrons who abuse equipment or software or refuse to follow library policies.
- Computers may be shut down and unplugged during thunderstorms.
- Users must be knowledgeable in the use of the computers. Limited assistance may be available from the library staff time permitting. It is the responsibility of the users to confirm that they have had adequate training for the proper use of the equipment as they will be held financial responsible for any damage to the library's equipment or software.
- Library closing procedures include ending computer use for the day. Computer use ends 15 minutes before library hours end.
- Any problems with the computers must be reported to the library staff immediately.

- Duplication of copyrighted materials using our computers is prohibited.
- Using the library computers for illegal or criminal purposes is prohibited.
- The library reserves the right to monitor what appears on computer screens and activities carried out using our computers.
- The library reserves the right to deny a patron computer access based on previous visits. The library may ask patrons to stop using the computer if their behavior is disruptive, unsafe, or unacceptable.

Updated September 2018.