

# Berlin Free Town Library

## Policy on Computer Use & Internet Access

Before using a computer for the first time, you must read and sign a copy of the Policy on Computer Use & Internet Access and have a library card valid at the Berlin Library. This signed policy will be kept on file. Each time you use a computer you must sign your **full name, date, time and computer you are using** into the Computer Log Book at the circulation desk.

Computer time is limited to 30 minute blocks and is on a first-come, first-served basis. If no one else is waiting to use a computer you may extend your 30 minute block. You may make an appointment to use a computer in advance, however, the library will only honor your appointment for five minutes past your pre-arranged time. No more than two people may use a single computer at one time. (Both users must hold valid library cards and sign copies of the Policy on Computer Use & Internet Access.) **A maximum of four people will be allowed to use the computer room at one time.**

While the library offers guidance to a wide variety of useful and interesting Internet sites, some may contain inaccurate, controversial and offensive material. The library does not monitor and has no control over the information accessed through the Internet and cannot be responsible for its content. We do not use Internet filtering software on our computers, and parents/guardians are responsible for monitoring their children's computer activity. (*Library personnel reserve the right to restrict a patron's access to Internet sites that visually display explicit sexual and/or violent content. When in full view, these sites often offend the sensibilities of other patrons using the facility.*)

**You may not download files to a computer's hard drive or save personal files on a computer.** (Disks are available at the circulation desk for saving personal files.) **Hardware and software on the computer may not be altered.** Patrons are held responsible for any damage they may purposely cause to computer equipment. Parents/guardians are responsible for purposeful damage caused by their minor children.

Printers are available for patron use. Five pages of non-graphic text may be printed at no charge. Beyond five pages, or for printing pages that contain graphics, the charge per page is the same as for the photocopier.

Misuse of the computer by not complying with these policies and procedures will result in loss of computer privileges.